

FINAL

CHAPTER 2-

GLOBAL DEFINITIONS

*This chapter discusses the tasks required to establish and maintain the name and address identifiers (NAIDs), contracts information, tax authority profiles, and standard **Single Family Acquired Asset Management System (SAMS)** codes (such as state codes or fund codes) that are an integral part of the SAMS processes.*

Chapter 2 contains:

Section 2.1 - Global Definitions Overview

This section provides an overview of the global codes and definitions used to ensure data consistency and efficient processing within SAMS. The types and format for global data are discussed in this section.

Section 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs)

This section defines the steps required to establish and maintain the name and address (NAID) identifiers, which are an integral part of SAMS.

Section 2.3 - Search for Valid NAIDs

This section provides instructions for locating valid NAID records in SAMS.

Section 2.4 - Case Management, Accounting, and SAMS Codes

This section defines the standardized codes used for Case Management, Accounting and general SAMS processing tasks.

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2 GLOBAL DEFINITIONS

2.1 *Global Definitions Overview*

Introduction

The Global Definitions Process establishes the unique identifiers, standardized codes, and parameter values that are central to consistent, efficient, and accurate processing within SAMS. These standardized lists of codes and values are required by SAMS:

- To locate related items in the SAMS database
- For distinguishing between different types of data stored in the SAMS database
- To limit or restrict the use of data stored and used by SAMS
- To display available data entry selections on fields that have Look-up tables

Chapter Overview

This chapter provides instructions for establishing, maintaining, and locating the global identifiers, codes, and values that support SAMS processes. In addition to **Section 2.1 - Global Definitions Overview**, this chapter contains:

Section 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) which describes how designated personnel enter demographic information for vendors, contractors, lessees and service providers who are authorized to do business with the U.S. Department of Housing and Urban Development (HUD). SAMS assigns unique Name and Address Identifiers (NAIDs) to each record. These NAIDs are used to link records and track transactions within SAMS. In addition, authorized users can access these records to set limits for the types of goods and services a NAID can provide to HUD.

Section 2.3 - Search for Valid NAIDs which describes how to locate NAIDs and the associated demographic information.

Section 2.4 - Case Management, Accounting, and SAMS Codes which describes how designated personnel add, update, delete standardized codes or values and their corresponding descriptions stored in SAMS. These codes and values are used by SAMS to locate specific records or groups of records, to categorize information, to calculate dates or field values, and to set parameters for reports.

Global Definitions Tasks

The basic Global Definition processing tasks begin with the definition of the code record and end with the deactivation of the record. The steps involved in completing these tasks depend upon the type of code being established and maintained, as described in **Section 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs)** through **Section 2.4 - Case Management, Accounting, and SAMS Codes**

Task 1: Establish the Global Definition Identifier and Demographics

Task 2: Locate Global Definitions

Task 3: Maintain the Global Definition

Task 3: Deactivate the Global Definition

Note

While this document describes procedures that HUD personnel follow when establishing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy.

Task 1: Establish the Global Definition Identifier and Demographics

Global definitions allow the user to establish standard information in a centralized location where it can be accessed from screens and processes throughout SAMS. The user defines a new global definition code by entering a unique identifier (ID) and descriptive information in one of the more than 100 code tables established for SAMS. In addition, the user can:

- Link records throughout the integrated SAMS processes through the code IDs
- Use the code IDs as search criteria or report parameters
- Establish value limits used in system calculations

Task 2: Locate Global Definitions

Within SAMS the user locates specific code records through:

- Global Definition search screens to view or update the definition information
- SAMS Help screens for data entry list selections (Fields allowing data entry selection from a Help screen have an asterisk next to the field title.)
- Search criteria fields for defining report parameters

2.1 - Global Definitions Overview (continued)

*Task 3:
Maintain the
Global
Definition*

As the need arises, the user can access specific global code records and update the demographic information stored in the record. For example: the user may need to add contract information for an established payee, change the maximum number of properties that can be assigned for a single M&M (Management and Marketing) contract, assign different service codes for a payee, or link a Post Code to different Accounting Event codes.

*Task 4:
Deactivate the
Global
Definition*

Some codes must be deactivated to preclude their selection on SAMS screens. For example: a Treasury Rate that is not valid after a specific date, an accounting event code that is no longer included in the general ledger, or a payee with an expired contract.

Note

Any changes to HUD business practices that affect SAMS global definitions maintenance processes or screens will be documented in subsequent versions of this document.

Menus

The Global Definition screens are accessed through the SAMS Data Entry (LMDE) Menu, illustrated in Figure 2-1, or the SAMS Data Base Search Menu (LMSR), described and illustrated in **Section 2.3 - Search for Valid NAIDs**.

To access the SAMS Data Entry Menu (LMDE) either:

- Enter *X* in the selection field for the *Data Entry* option from the SAMS Main Menu (LMNM) and press the <ENTER> key
- Enter *LMDE* in the Screen field using the expert mode and press the <F2> key

SCREEN: LMDE__	S A M S DATA ENTRY	05/20/03 13:54:07 EST
TYPE (X) TO SELECT	SCREEN TITLE	
L _	ACCOUNTING	
L _	CASE MANAGEMENT	
L _	PROCUREMENT CONTRACTS	
L _	GLOBAL DEFINITIONS	
L _	TAXES	
L _	CODE TABLE MAINTENANCE	
L _	ELECTRONIC FUNDS TRANSFER MENU	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 2-1 SAMS Data Entry (LMDE) Menu

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Main Menu (LMNM).

2.2 Establish and Maintain Name and Address Identifiers (NAIDs)

Introduction

Any person or company who does business with the HUD Single-Family Property Disposition Program must be assigned a Name and Address Identifier (NAID). The process for establishing NAIDs in SAMS starts when the individual or organization that is authorized to conduct business with HUD is identified and ends when the Payee NAID is made inactive (deactivated). SAMS stores vendor and non-vendor information about property managers (M&M contractors), repair contractors, closing agents, selling brokers, real estate professionals, billing agents, banks, and mortgagees.

Note

Individuals and organizations **must** have an active, unique NAID to conduct business with, and receive payment from, HUD.

The NAID is the only unique identifier for a vendor, contractor, or service provider in SAMS. Once NAIDs are established in SAMS, they are used to link the individual or organization to activities being performed in the Case Management and Accounting processes. In addition, maximum dollar limits on repair programs and fee limits for property managers (M&M contractors) and closing agents are set in the Global Definitions process.

Name and Address Identifiers

The ten (10) character alphanumeric (letter and number) NAID usually combines:

1. The first six (6) consonants of a contractor or vendor's name (e.g., DWNNDR = Down Under Partnership)
2. The last four (4) digits of an organization's Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Tax Identification Number or FIN) or an individual's Social Security Number (SSN) (e.g., 1159=FIN 11-5901169)-

Only the letters A through Z and the numbers 0 through 9 are allowed in the creation of NAIDS. No special characters are allowed unless the name has too few characters to create the NAID. If the contractor or vendor's name does not have six (6) consonants, the system uses vowels and dashes instead (e.g., ABC Co. is represented by ABCCO-). The use of the EIN or SSN reduces the possibility of duplicate records for organizations or individuals in SAMS with the same or similar names. If the system algorithm generates a NAID that already exists, the algorithm is repeated and substitutes different letters of the name and numbers of the EIN/FIN or SSN until a unique NAID is created..

DWNNDR1159

Identifies the first four (4) digits of the organization's EIN/FIN or individual's SSN

Indicates the first six (6) consonants in the individual or organization name

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Processing Tasks

The processing tasks covered in this section are:

Task 1: Define Individual or Organization in SAMS

Task 2: Establish NAID and Payee Types

Task 3: Restrict Usage of Payee Types

Task 4: Add NAID to HUD Office

Task 5: Establish and Maintain Contract for Payee NAID

Task 6: Deactivate Payee NAID

Task 1: Define Individual or Organization in SAMS

The Service Center enters a new NAID from either:

- SAMS-1101 form, SAMS Define Lessees/Lease
- SAMS-1111 form, SAMS Payee Name and Address form

Note

The SAMS-1101 and SAMS-1111 forms are available on the HUDclips page (www.hudclips.org) from HUD@work or from the Homes & Communities (www.hud.gov) page.

The form must be completed and signed by the designated officer in the requesting HUD office. The Service Center determines from the form whether the request for the new NAID is for an individual or an organization.

- The Service Center uses the Business Organization Single Maintenance (DSAE) screen, described and illustrated under **Business Organization Single Maintenance (DSAE) Data Screen**, to enter information on an organization or legal entity.
- The Service Center uses the Individual Single Maint (GBIN) screen, described and illustrated under **Individual Single Maint (GBIN) Data Screen**, to enter information on a single individual.

Note

Except for the addition of leases by authorized M&M Area staff, the entry of data on these screens is limited to authorized HOC staff.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Task 2:
Establish NAID
and Payee Types*

After establishing an individual or organization record the user creates a unique payee NAID and determines and defines the types of goods or services that the new NAID may provide to HUD. This is accomplished on the Payee Name and Address (GBNA) screen, described and illustrated under **Payee Name and Address (GBNA) Data Screen**. Refer to **Name and Address Identifiers** for a discussion of the format for a standard NAID.

While the primary objective of the Payee Name and Address (GBNA) screen, is to establish a payee in the system; it also places limits or restrictions on the type of business that the new payee can perform under the assigned NAID.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Task 2:
Establish NAID
and Payee Types
(continued)*

Table 2-1 identifies authorized service provider (payee) types for HUD and the corresponding standardized SAMS processing codes:

Table 2-1 Authorized Services Codes

Service	Payee Type
Appraiser	AP
Closing Agent	CA
Government	GT
Housing Authority	HA
Lessee	LE
Non Business	NB
Non Profit	NP
Property Manager	PM
Selling Broker	SB
Taxing Authority	TA
Trade Services	TS

The codes associated with these services are referred to as payee type codes. The most important and frequently occurring additional restrictions placed on the selection of the services for a NAID are:

- Maximum of three (3) services or payee type codes can be selected for a single NAID
- A NAID with a payee type code of Lessee may not have any additional codes associated with it

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Task 3: Restrict Usage of Payee Types

On the Repair Contr Trade Cat Summary (SMGG) screen, described and illustrated under **Repair Contr Trade Cat Summary (SMGG) Data Screen**, the user can limit the contractor or trade service provider (payee type *TS*) to one (1) or more trades (e.g., painter, plumber, electrician) using information provided on the *SAMS-1111, Payee Name and Address* form.

For NAIDs with a payee type of Taxing Authority (*TA*), a taxing authority profile is established which identifies the types of taxes and the time frames in which related tax bills for HUD-owned properties must be paid. On the Tax Authority Tax Type Period Line (TXTP) screen, described and illustrated under **Tax Authority Tax Type Period Line (TXTP) Data Screen**, the users can limit the NAID to one (1) or more tax types using information provided on the *SAMS- 1110, Taxing Authority Profile* form. The screen also specifies the time frames in which the bill associated with each tax type must be paid. A separate form must be completed for each tax type billed by the taxing authority. Valid tax type codes are listed in the instructions of the *SAMS-1110* form.

Note

Tasks 4 and 5 apply to **all payee NAIDs** regardless of the payee type codes selected.

Task 4: Add NAID to HUD Office

After a NAID has been entered, it is assigned to a HUD office. Using the query mode of the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen, the user can verify whether the NAID is already assigned to a particular office.

Task 5: Establish and Maintain Contract for Payee NAID

Some payee NAIDs require contract information in SAMS before doing business with HUD and receiving payment through SAMS. After Service Center personnel create the NAID, authorized HOC area staff may establish or update a Closing Agent contract (payee type *CA*). Data is entered on the Closing Agent Contract (GBCC) screen, described and illustrated under **Closing Agent Contract (GBCC) Data Screen**, using information from the *SAMS-1111, Payee Name and Address* form. The information on this screen identifies the assigned contract number, length of contract, and the permissible regular and third party closing agent fees.

For NAIDs with a payee type of Property Manager (*PM*), authorized HOC area staff may establish or update a property manager (M&M) contract (after Service Center personnel establish the NAID) by entering data on the Property Manager Contract (GBPM) screen, described and illustrated under **MM Contract (GBPM) Data Screen**, using the *SAMS-1111, Payee Name and Address* form. The data entered identifies the assigned contract number, length of contract, contract years, and the permissible total property manager (M&M) fees.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Task 5:
Establish and
Maintain
Contract for
Payee NAID
(continued)*

For other than a generic PM NAID, the user completes the MM Contract (GBMM) screen, described and illustrated under **MM Contract Special Fee (GBMM) Data Screen**

Authorized HOC area staff can recertify or authorize a selling broker (with an established NAID and payee type of SB for selling broker) to continue to conduct business with HUD past the initially approved time period. This is accomplished on the Recertify Selling Broker (GBRC) screen, described and illustrated under **Recertify Selling Broker (GBRC) Data Screen**.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Task 6: Deactivate Payee NAID

The Deactivation task is used to discontinue service, to remove a duplicate vendor, to deactivate a vendor after a one-time payment, or to place a performance ban on a vendor who has failed to perform in accordance with contractual requirements. The HOC area may deactivate a payee NAID by filling out the *SAMS-1117, Payee Deactivation Request* form, and sending the completed form to the Service Center Contractor, who deactivates the NAID using the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, by entering the appropriate status code – *I* for Inactive or *A* for active.

NAID Definition Screens

The primary function of the NAID data definition screens is to create a NAID for all authorized individuals and organizations as either:

- A contractor or vendor directly involved in doing business with HUD, who may be paid via SAMS for the products and services provided to HUD (e.g., payees) including property managers (M&Ms), closing agents, repair contractors, banks, and mortgage companies.
- A citizen or organization that is not directly involved in doing business with HUD, who may be due a reimbursement or refund from a HUD business transaction.

Data Screens

The NAID definition screens presented in this section are:

Business Organization Single Maintenance	DSAE
Individual Single Maint.....	GBIN
Payee Name and Address.....	GBNA
NAID Deactivation	GBND
NAID Exception.....	GBNE
NAID Parameter.....	GBNP
Repair Contr Trade Cat Summary	SMGG
Tax Authority Tax Type Period Line	TXTP
HUD Off NAID Auth Summ Maint.....	DSAN
Closing Agent Contract.....	GBCC
Property Manager Contract	GBPM
MM Contract.....	GBMM
Recertify Selling Broker	GBRC

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Global Menu

The NAID data definition screens are located on the SAMS Global Menu (LPMGL). To access the SAMS Global Menu (LPMGL), illustrated in Figure 2-2, either:

- Enter *X* in the selection field for the *Global Definitions* option from the SAMS Data Entry (LMDE) Menu, described and illustrated under **Menu in Section 2.1 - Global Definitions Overview**, and press the <ENTER> key
- Enter *LPMGL* in the Screen field using the expert mode and press the <F2> key

Note

Screens in this document are for illustration purposes only and represent the screen layouts available at the time.

S A M S		07/28/04
GLOBAL MENU		14:34:30 EST
SCREEN: LPMGL		
TYPE (X) TO SELECT	SCREEN TITLE	
Q _ A _ M _	GBEP HUD OFFICE INFORMATION	
Q _ A _ M _ D _	DSAE BUSINESS ORGANIZATION SINGLE MAINT	
Q _ A _ M _ D _	GBIN INDIVIDUAL SINGLE MAINT	
Q _ A _ M _ C _	GENA PAYEE NAME AND ADDRESS	
Q _ M _	GBND NAID DEACTIVATION	
Q _ M _	GENE NAID EXCEPTION	
Q _ M _	GBNP NAID PARAMETER	
Q _ M _	GBPM MM CONTRACT	
Q _ M _	GEMM MM CONTRACT SPECIAL FEES	
Q _ S _	DSAN HUD OFF NAID AUTH SUMM MAINT	
Q _ S _	SMGG REPAIR CONTR TRADE CAT	
Q _ M _	GBCC CLOSING AGENT CONTRACT	
Q _ S _	GBCP CLOSING AGENT PERIOD	
Q _ A _ M _ D _ S _	TXTP TAX AUTHORITY TAX TYPE PERIOD LINE	
Q _ M _	GBRC RECERTIFY SELLING BROKER	
Q _ A _ M _ D _	GHOC HOME OWNERSHIP CENTER	
Q _ A _ M _ D _	GHAR HOC AREA	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 2-2 Global Menu (LPMGL)

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Business Organization Single Maintenance (DSAE) Data Screen

The Business Organization Single Maintenance (DSAE) screen, illustrated in Figure 2-3, serves as the first step in the Global Definitions process. This screen allows authorized Service Center personnel to add a unique name and address identifier or NAID for an organization or legal entity

On this screen authorized users can:

- Enter a business record linked to a specific Federal Employer Tax Identification Number (EIN) (formerly referred to as a Federal Tax Identification Number or FIN)
- Modify the purchaser status to make a purchaser record inactive so that it cannot be added to a sales offer or contract
- Modify the Business Organization Name

Before You Begin

Gather one of these items prior to using the Business Organization Single Maintenance (DSAE) screen:

- Nine-digit Federal Employer Tax Identification Number (EIN/FIN) from the *SAMS – 1101 Form*
- Nine-digit Federal Employer Tax Identification Number (EIN/FIN) from the *SAMS – 1111 Form*

```

SAMS
09/16/04 10:49:32 EST
SCREEN: QDSAE_ DSAE BUSINESS ORGANIZATION SINGLE MAINT
EIN: _____
BUSINESS ORG NAME 1: STATUS CODE:
ENTERED DATE: LAST CHECK DATE: EIN STATUS:
GO TO NAID UPDATE _
EIN IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 2-3 Business Organization Single Maintenance (QDSAE) Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

- To **locate (query)** an organization record in the system, enter *QDSAE* in the Screen field and press the <F2> key.
- To **add** an organization record to the system, enter *ADSAE* in the Screen field and press the <F2> key.
- To **modify** an organization record, enter *MDSAE* in the Screen field and press the <F2> key.
- To **delete** an organization record from the system, enter *DDSAE* in the Screen field and press the <F2> key.

Note

Supervisory access is required to delete an organization record.

Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as [REQUIRED], fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table in Section 1.1 – SAMS User's Guide Standards** for additional information.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions in Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table to locate (query), add, modify, or delete a NAID for an organization or legal entity within SAMS.

Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
EIN	9 numeric characters Format: ##-#####	[REQUIRED] Enter the Federal Employer Tax Identification Number (EIN). <i>Note:</i> It is not necessary to enter the dash. The system supplies the dash in the EIN automatically.
<p>In the <i>add</i> mode press the <ENTER> key.</p> <p>Result: The system automatically inserts a dash (-) in the third position of the EIN field (e.g., 29-7779998) if it is left out, and opens the fields on the screen for data entry.</p> <p>In the <i>query</i>, <i>modify</i>, and <i>delete</i> modes, press the <F2> key.</p> <p>Result: The system retrieves and displays the available values of the fields identified here.</p>		
Business Org Name 1	40 alphanumeric characters	[REQUIRED] In the <i>add</i> or <i>modify</i> modes, enter the name of the business. <i>Note:</i> Avoid using punctuation or special characters in the Business Organization name when possible. <i>Note:</i> Only Authorized Headquarters, HOC Area staff, and Disbursement Contractors can change the information in this field.
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>EIN</u> field.
Status Code	2 alphanumeric characters AC =Active IN =Inactive	The system automatically enters AC (active) in this field in the <i>add</i> mode. The field can be modified. In the <i>add</i> or <i>modify</i> modes, enter the status code in this field.
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>EIN</u> field..
Entered Date	N/A	System-generated; based on the current system date.
Last Check Date	N/A	System generated date of the last check issued to this payee, if applicable, based on the accounting process records associated with the entry in the <u>EIN</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
EIN Status	1 alphanumeric character A =Active I =Inactive	In the add or modify modes, enter the status for the purchaser in this field. This field can be modified only by Headquarters and HOC Area staff. <i>Result: Entering an I (inactive) in this field prohibits users from adding the purchaser to a sales offer or contract</i>
		System-generated; in the query, modify, and delete modes status (Active, Inactive) of the organization displays based on the record selected in the <u>EIN</u> field.
GOTO NAID Update	1 alphabetic character X =GBNA screen	In the query , modify , or delete modes, to access the additional NAID information on the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, enter an X in this field..
		System-generated; in the add mode, an X displays in this field to allow the user to enter additional NAID information on the Payee Name and Address (GBNA) screen.
<p>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</p> <p>Result: Depending upon the entries on the screen and the mode</p> <ul style="list-style-type: none"> • In the add mode, the system automatically routes the user to the Payee Name and Address (GBNA) screen to complete the addition of the organization information. • In the delete mode, the system displays the successful deletion message. • In the modify mode, the system updates the record with any modifications entered on this screen and displays a successful completion message. • In the query and modify modes when an X is entered in the <u>GOTO NAID Update</u> field, the List Name by Business (LSBO) screen, described and illustrated under List Name by Business (LSBO) Query Screen, displays. <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message before attempting to either:</p> <ul style="list-style-type: none"> • Update or delete an existing organization or legal entity • Exit this screen 		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Individual Single Maint (GBIN) Data Screen

The Individual Single Maint (GBIN) data screen, illustrated in Figure 2-4, serves as the first step in the Global Definition Process that allows Authorized Service Center personnel to add a unique name and address identifier (NAID) for an **individual**.

On this screen:

- Authorized HOC Area staff may add a social security record for an individual or business.
- Authorized HOC and HQ staff may change the purchaser status to make a purchaser record inactive so that it cannot be added to a sales offer or contract.
- Authorized HOC, HQ, and Disbursement Contractors may change the business name and/or the individual name fields.

Before You Begin

Gather either of these items prior to using the Individual Single Maint (GBIN) screen either;

- The individual's SSN from the SAMS - 1101 form
- The individual's SSN from the SAMS - 1111 form

```

SAMS
06/10/04 15:01:51 EST
SCREEN: QGBIN_ GBIN INDIVIDUAL SINGLE MAINT QUERY
SSN: _____
INDIVIDUAL NAME:
LAST: FIRST: MIDDLE: SSN STATUS:
BUSINESS NAME:
GO TO NAID UPDATE: _
SSN IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 2-4 Individual Single Maint (GBIN) Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the Individual Single Maint (GBIN) screen:

- To **locate (query)** a record for an individual in the system, enter *QGBIN* in the Screen field and press the <F2> key.
- To **add** a record for an individual to the system, enter *AGBIN* in the Screen field and press the <F2> key.
- To **modify** a record for an individual already in SAMS, enter *MGBIN* in the Screen field and press the <F2> key.
- To **delete** a record for an individual, enter *DGBIN* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions in Table 2-3 Individual Single Maint (GBIN) Procedure Table to add, modify, or delete a NAID for an individual in SAMS:

Table 2-3 Individual Single Maint (GBIN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
SSN	9 numeric characters Format: ###-##-####	[REQUIRED] Enter the individual's social security number. <i>Note:</i> The system automatically provides the dashes (-), if they are omitted.
In the add mode press the <ENTER> key. In the query , modify , and delete modes press the <F2> key.		
Result The system automatically inserts dashes (if they are not entered) for the SSN and: <ul style="list-style-type: none"> • in the add mode, opens the data entry fields on the screen. • in the query, modify, and delete modes, retrieves and displays available values of the fields identified here. Note: If the entry in the SSN field exists as a EIN/FIN in the system, a message displays requesting that the user investigate the SSN/EIN/FIN entered and the user is automatically routed to the Payee Name and Address (GBNA) screen, illustrated and described under Payee Name and Address (GBNA) Data Screen .		
Last	15 alphabetic characters	[REQUIRED] In the add mode, enter an individual's last name. This field may be changed in the modify mode, only by authorized HOC and HQ personnel. Note: If this screen was accessed using the GOTO NAID router from the List Name by Individual (LSIN) screen and this field is blank, an error message displays. Note: For 1099 reporting, the entries in the Last and First fields are used as the reporting name for the Tax Identification Number (TIN) when no name is provided in the business name field.
		System-generated; in the query , modify , and delete modes based on the entry in the <u>SSN</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-3 Individual Single Maint (GBIN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
First	15 alphabetic characters	<p>[REQUIRED] In the <i>add</i> mode, enter an individual's first name.</p> <p>This field may be changed in the <i>modify</i> mode, only by authorized HOC, HQ, and Disbursement Contractors.</p> <p><i>Note:</i> If this screen was accessed using the GOTO NAID router from the List Name by Individual (LSIN) screen and this field is blank, an error message displays.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.
Middle	1 alphabetic character	<p>In the <i>add</i> or <i>modify</i> modes, enter an individual's middle initial.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>delete</i> modes based on the entry in the <u>SSN</u> field.
SSN Status	1 alphabetic character A=Active I=Inactive	<p>In the <i>add</i> or <i>modify</i> modes, enter the status for the purchaser in this field. This field can be modified only by HQ or HOC Area staff.</p> <p><i>Result:</i> Entering an I (inactive) in this field prohibits users from adding the purchaser to a sales offer or contract</p>
		System-generated; in the <i>add</i> mode, the default entry in this field is A (active). In the <i>query</i> , <i>modify</i> , or <i>delete</i> modes, this field displays the current status (Active, Inactive) of the organization based on the record selected in the <u>SSN</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-3 Individual Single Maint (GBIN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Business Name	30 alphanumeric characters	<p>In the add or modify modes, enter a business name, if appropriate, for an individual operating as a business.</p> <p>This field may be changed in the modify mode, only by authorized HOC, HQ, and Disbursement Contractors.</p> <p>Note: This is an optional field. The <u>Last</u> and <u>First</u> name fields must be completed.</p>
		System-generated; in the query , modify , and delete modes based on the entry in the <u>SSN</u> field.
GOTO NAID Update	1 alphabetic character X=GBNA Screen	<p>In the query, modify, or delete modes, to access the additional NAID information on the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, enter an <i>X</i> in this field..</p>
		System-generated; in the add mode an X displays in this field to allow the user to enter additional NAID information on the information on the Payee Name and Address (GBNA) screen..
<p>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</p> <p>Result: Depending upon the entries on the screen and the mode</p> <ul style="list-style-type: none"> In the add mode, the system automatically routes the user to the Payee Name and Address (GBNA) screen to complete the addition of the organization information. In the delete mode, the system displays the successful deletion message. In the modify mode, the system updates the record with any modifications entered on this screen and displays a successful completion message. In the query and modify modes when an <i>X</i> is entered in the <u>GOTO NAID Update</u> field, the List Name by Individual (LSIN) screen, described and illustrated under List Name by Individual (LSIN) Query Screen, displays. <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message before attempting to either:.</p> <ul style="list-style-type: none"> Add another individual Update or delete an existing individual Exit this screen 		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Payee Name and Address (GBNA) Data Screen

The Payee Name and Address (GBNA) screen, illustrated in Figure 2-5, allows authorized Service Center personnel to establish a unique name and address identifier (NAID) for individuals or organizations that may be paid by HUD for products or services they provide to HUD. These NAIDs are referred to as payee NAIDs. Authorized HOC Area staff, M&M staff, or vendors complete the *SAMS-1110, Taxing Authority Profiles* or *SAMS-1111, Payee Name and Address* form to collect information for this data screen. Authorized HOC Area staff create payee NAIDs for lessees that are assigned to their office. . Refer to **Name and Address Identifiers** in this section for a description and illustration of the NAID format.

The information displayed on this screen depends upon the areas associated with the login ID supplied when SAMS is accessed:

- M&M Area users only view information for NAIDs associated with their area.
- Headquarters users can view information on all NAIDs
- HOC users view information for NAIDs associated with the area linked to the current login ID.

Before You Begin

Gather one of these items prior to using the Payee Name and Address (GBNA) screen:

- Nine-digit Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Identification Number or FIN) from the *SAMS – 1110, Taxing Authority Profile* form
- Nine-digit Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Identification Number or FIN) from the *SAMS – 1111, Payee Name and Address* form

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

S A M S		09/16/04
SCREEN: QGBNA_	GBNA PAYEE NAME AND ADDRESS QUERY	15:07:43 EST
NEXT NAID: _____		
NAID:	NAID NAME:	STATUS:
NAID AREA:	PAYEE TYPE(S): _ _ _	PYMNT TYPE:
EIN:	BUS NAME:	STOP PYMNT:
SSN:	IND NAME:	
BROKER'S NAME:		
BUSINESS ATTN:		BUS PHONE:
STREET ADDRESS:		
CITY:	*STATE:	COUNTY:
ZIP CODE:		
REMITTANCE NAME:		
REMITTANCE ATTN:		
STREET ADDRESS:		
CITY:	*STATE:	COUNTY:
ZIP CODE:		
CONTACT NAME:		
CONTACT PHONE:		FAX:
*MINORITY CODE:	SMALL BUS:	WOMEN OWNED:
1099 APPLICABLE (Y/N)		
SB CERT DATE:	SB RECERT DATE:	FORM APRV DT:
GOTO SACAB: _		GOTO QDSAN: _
NAID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 2-5 Payee Name and Address (QGBNA) Screen

Data Screen Options

On the Payee Name and Address (GBNA) screen:

- To **locate (query)** a payee record in the system, enter *QGBNA* in the Screen field and press the <F2> key
- To **locate (query)** a payee record in the system, enter a NAID on the HUD Office Name Search (LSNA), HUD Office City Search (LSVC), or HUD Office Zip Search (LSVZ) screen and press the <ENTER> key. These screens are illustrated and described under **HUD Office Name Search (LSNA) Query Screen**, **HUD Office City Search (LSVC) Query Screen**, and **HUD Office ZIP Search (LSVZ) Query Screen**.
- To **add** a payee record to the system, enter *AGBNA* in the Screen field and press the <F2> key.

Note

A FIN/EIN or SSN is required for a payee NAID and **must** be established through the Individual Single Maint (GBIN) screen, described and illustrated under **Individual Single Maint (GBIN) Data Screen**, or Business Organization Single Maintenance (DSAE) screen, described and illustrated under **Business Organization Single Maintenance (DSAE) Data Screen**, before adding a payee record to the system through the Payee Name and Address (GBNA) screen.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

- To **modify** a payee in the system, enter *MGBNA* in the Screen field and press the <F2> key.
- To **change** a payee type in the system (except payee types *LE for Lessee*, *PM for Property Manager*, or *TA for Taxing Authority*), enter *CGBNA* in the Screen field and press the <F2> key. The **change** mode of the Payee Name and Address (CGBNA) screen is **only** used by Service Center personnel and **only** to change the payee type.

Note

Only **Authorized HOC Area staff** may add a lessee payee NAID where LE is entered in the Payee Type(s) field. All other types of NAIDs must be entered by authorized Service Center personnel.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on Table 2-4 Payee Name and Address (GBNA) Procedure Table to add, modify, or find a payee record in SAMS.

Table 2-4 Payee Name and Address (GBNA) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] in the <i>query</i> , <i>modify</i> , and <i>change</i> modes, enter the NAID for the individual or organization that is to become a payee NAID. System-generated; in the <i>add</i> mode if this screen is accessed from the Individual Single Maint (GBIN) or Business Organization Single Maintenance (DSAE) screens, described and illustrated under Individual Single Maint (GBIN) Data Screen or Business Organization Single Maintenance (DSAE) Data Screen , respectively..
Enter the NAID and press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
NAID	N/A	System-generated; based on the entry in the <u>Next NAID</u> field. This is a protected field.
NAID Name	40 alphanumeric characters	In the <i>modify</i> and <i>add</i> modes, enter the name of the business. Note: Avoid using punctuation or special characters in this field, when possible. System-generated; in all modes. In the <i>add</i> mode, business name displays in this field if the NAID was initiated as a business entity on the Business Organization Single Maintenance (DSAE) or Individual Single Maint (GBIN) screens, described and illustrated under Business Organization Single Maintenance (DSAE) Data Screen or Individual Single Maint (GBIN) Data Screen , respectively. The entry in the <u>Last</u> , <u>First</u> and <u>Middle</u> fields on the Individual Single Maint (GBIN) screen is used as the Business Name.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Status	1 alphabetic character A = Active I = Inactive	<p>[REQUIRED] In the <i>add</i> mode, enter the applicable code for this NAID. The default value for this field is <i>A</i> (Active). This field can be changed in the <i>modify</i> mode for inactive NAIDs.</p> <p><i>Note:</i> If the entry in this field is changed from <i>I</i> (Inactive) to <i>A</i> (Active), the user will be directed to the Closing Agent Contract (GBRC) screen, described and illustrated under Closing Agent Contract (GBCC) Data Screen, when the information on this screen is saved.</p> <p><i>Note:</i> This field is protected in the <i>modify</i> mode if the NAID is active.</p> <p><i>Note:</i> Field users can only reactivate <i>LE</i> (Lessee) NAIDs in their own Areas.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
NAID Area	2 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode, enter the 2-character HOC Area designator.</p> <p><i>Note:</i> For lessee NAID, HUD HQ or the Service Center may <i>modify</i> the HUD office code to which the NAID is assigned.</p>
		System-generated; HOC Area Identifier (FOID) displays in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the user ID..
Payee Type(s)	2 alphabetic characters AP = Appraiser CA = Closing Agent GT = Government HA = Housing Authority LE = Lessee NB = Non-Business NP = Non-Profit PM = Property Manager SB = Selling Broker TA = Taxing Authority TS = Trade Services	<p>[REQUIRED] In the <i>add</i>, <i>modify</i>, and <i>change</i> modes enter the payee type(s). A minimum of one (1) payee type is required and a maximum of three (3) payee types may be entered for each NAID.</p> <p><i>Note:</i> If the entry in this field is:</p> <ul style="list-style-type: none"> <i>LE</i> (Lessee) type, no other payee types can be entered. The <i>LE</i> (Lessee) type must exist alone. <i>TA</i> (Taxing Authority), the entry in the <u>1099 Applicable (Y/N)</u> field cannot be <i>Y</i> (Yes). Anything other than <i>SB</i> (Selling Broker), the <u>SB Recert Date</u> field will be blank <p><i>Note:</i> Field users can only enter <i>LE</i> (Lessee) in this field.</p> <p><i>Note:</i> If the corresponding payee type is not entered in this field in the <i>add</i>, <i>modify</i> or <i>change</i> modes, all the Payee Type flags are set to <i>N</i> (No).</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Payee Type(s) (continued)		System-generated; in the <i>query</i> , <i>change</i> , and <i>modify</i> modes based on the record selected in the <u>Next NAID</u> field.
Pymnt Type	1 alphanumeric character C = Check E = EFT	Enter the type of payment in this field.
EIN	9 numeric characters Format: ##-#####	[REQUIRED] In the <i>add</i> mode, enter the Federal Employer Tax Identification Number (EIN). The system inserts the dash, if it is not entered manually. System-generated; in the <i>query</i> , <i>modify</i> , or <i>change</i> modes or in the <i>add</i> mode when this screen is accessed from the Business Organization Single Maintenance (DSAE) or Individual Single Maint (GBIN) Screen.
Bus Name	35 alphanumeric characters	In the <i>modify</i> and <i>add</i> modes, enter the name of the business. <i>Note: Avoid using punctuation or special characters in this field, when possible.</i> System-generated; in all modes. In the <i>add</i> mode, business name displays in this field if the NAID was initiated as a business entity on the Business Organization Single Maintenance (DSAE, described and illustrated under Business Organization Single Maintenance (DSAE) Data Screen .
Stop Pymnt	1 character Y=Yes N=No	In the <i>add</i> mode, the default value in this field is <i>N</i> (No). This field can be modified only by users with a HUD office code of SU (Superuser), S1 (SOSA), or S3 (SOSA). <i>Note: If the NAID has been deactivated, this field cannot be changed to N (No).</i> System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
SSN	9 numeric characters Format: ###-##-####	{ REQUIRED } In the <i>add</i> mode, enter the Social Security Number (SSN) for the individual or organization in this field. The system inserts the dashes, if it is not entered manually. System-generated; from the Individual Single Maint (GBIN) Screen.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Ind Name	35 alphanumeric	In the <i>modify</i> and <i>add</i> modes, enter the name of the business. Note: Avoid using punctuation or special characters in this field, when possible. System-generated; in all modes. In the <i>add</i> mode, the individual name displays in this field if the NAID was initiated as an individual entity on the Individual Single Maint (GBIN) screens, described and illustrated under Individual Single Maint (GBIN) Data Screen . The entry in the <u>Last</u> , <u>First</u> and <u>Middle</u> fields on the Individual Single Maint (GBIN) screen is used as the entry in this field.
Broker Name	30 alphanumeric characters	In the <i>add</i> and <i>modify</i> modes, enter the name of the broker, if known. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
Business Attn	30 alphanumeric characters	In the <i>add</i> and <i>modify</i> modes, enter the first line the business address. The preferred HUD format for Line 1 is ATTN: _____. System-generated; in the <i>query</i> mode based on the record selected in the <u>Next NAID</u> field.
Bus Phone	12 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, except for lessee NAIDs, enter the work telephone number. This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
Street Address	29 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the second line if the business street address. This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
City	17 alphabetic characters	[REQUIRED] In the <i>add</i> mode, enter the name of the city. This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*State	2 alphabetic characters	[REQUIRED] In the add mode, enter the state name or enter ? and press the <ENTER> key for the Look-up screen and select the state code from the list displayed. This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
County	3 numeric characters	[REQUIRED] In the <i>add</i> mode, enter the county code. This field can be changed in the <i>modify</i> mode. System-generated in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
Zip Code	9 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the ZIP code. This field can be changed in the <i>modify</i> mode. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
Remittance Name	40 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, unless the entry in the Payee Type(s) field is <i>LE</i> (Lessee), authorized Headquarters users enter the name to appear on the remittance. This field is not available to non-Headquarters users and is blanked out for lessee payee types. This field can be changed in the <i>modify</i> mode except for lessee payee types. System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes from the business or individual name entered on the Individual Single Maint (GBIN) or Business Organization Single Maintenance (DSAE) Screen, described and illustrated under Individual Single Maint (GBIN) Data Screen and Business Organization Single Maintenance (DSAE) Data Screen , respectively..
Remittance Attn	30 alphanumeric characters	In the <i>add</i> or <i>modify</i> modes, enter the first line of the remittance address. The preferred HUD format for Line 1 is ATTN: _____. <i>Note: This field is not available to non-Headquarters user or for lessee payee types.</i> System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Street Address	30 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode, enter the second line of the street address. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not available to non-Headquarters users or for lessee payee types.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
City	17 alphabetic characters	<p>[REQUIRED] In the <i>add</i> mode, enter the name of the city. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not available to non-Headquarters users or for lessee payee types.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
*State	2 alphabetic characters	<p>[REQUIRED] In the <i>add</i> mode enter the state name or enter ? and press the <ENTER> key for the Look-up screen and select the state code from the list displayed. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not available to non-Headquarters users or for lessee payee types.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
County	3 numeric characters	<p>[REQUIRED] In the <i>add</i> mode enter the county code. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not available to non-Headquarters users or for lessee payee types.</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Zip Code	9 numeric characters	<p>[REQUIRED] In the <i>add</i> mode enter the ZIP code. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> This field is not available to non-Headquarters users or for lessee payee types.</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>
Contact Name	20 alphabetic characters	<p>In the <i>add</i> or <i>modify</i> modes enter the contact name if appropriate.</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>
Contact Phone	12 numeric characters	<p>In the <i>add</i> and <i>modify</i> modes enter the NAID's business or individual's telephone number.</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>
Fax	10 numeric characters	<p>In the <i>add</i> and <i>modify</i> modes enter the fax number.</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>
*Minority Code	2 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode, except for lessee NAIDs. If no minority status is applicable, enter <i>NO</i> or enter ? and press the <ENTER> key for the Look-up screen and select a minority code from the list displayed. This field can be changed in the <i>modify</i> mode.</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>
Small Bus.	1 alphabetic character Y = Yes N = No	<p>[REQUIRED] In the <i>add</i> mode, except for lessee NAIDs, enter <i>Y</i> (Yes) if the payee is a small business. This field can be changed in the <i>modify</i> mode.</p> <p><i>Note:</i> If the entry in the <i>Payee Type(s)</i> field is GT (Government), HA (Housing Authority), LE (Lessee), NB (Non-Business), NP (Non-Profit), or TA (Taxing Authority), the entry in this field must be N (No).</p> <p>System-generated; in the <i>query</i>, <i>modify</i>, and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Women Owned	1 alphabetic character Y = Yes N = No	<p>[REQUIRED] In the <i>add</i> mode, except for lessee NAIDs, enter Y (Yes) if the payee is women-owned. This field can be changed in the <i>modify</i> mode.</p> <p>Note: If the entry in the <u>Payee Type(s)</u> field is GT (Government), HA (Housing Authority), LE (Lessee), NB (Non-Business), NP (Non-Profit), or TA (Taxing Authority), the entry in this field must be N (No).</p>
		System-generated; in the <i>query</i> , <i>modify</i> , and <i>change</i> modes based on the record selected in the <u>Next NAID</u> field.
1099 Applicable (Y/N)	N/A	<p>System-generated; based on the record selected in the entry in the <u>Payee Type(s)</u> field. This field indicates if the vendor is to receive a 1099 form and is protected from updates.</p> <p>Note: If the entry in the <u>Payee Type(s)</u> field:</p> <ul style="list-style-type: none"> • is GT (Government), LE (Lessee), NB (Non-Business), or TA (Taxing Authority), the entry in this field is set to N (No); unless the NAID has an additional payee type that requires a 1099 flag of Y (Yes), in which case the flag is set to Y (Yes). • is HA (Homeowner Association) or NP (Non-Profit), the entry in this field is set to Y (Yes) • is SB (Selling Broker), CA (Closing Agent), or PM (Property Manager), the entry in this field must be Y (Yes). • is AP (Appraiser), CA (Closing Agent), PM (Property Manager), SB (Selling Broker), TX (Trade Services), the entry in this field is set to Y (Yes). <p>Note: For more information on the 1099 process, refer to Chapter 5 – Form 1099-Misc Processing.</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
SB Cert Date		<p>System-generated; in the add mode with the current system date if the payee type is SB (Selling Broker).</p> <p>In the modify and change modes:</p> <ul style="list-style-type: none"> • <i>this field is populated with the current system date, if the payee type is changed to SB (Selling Broker).</i> • <i>this field is blank, if the payee type is not SB (Selling Broker).</i> • <i>this field is changed to blank, if the Selling Broker payee type is removed from the <u>Payee Type</u> field.</i> <p>In the query mode this field displays the certification date, if any, associated with the record selected in the <u>Next NAID</u> field.</p>
SB Recert Date	N/A	<p>System-generated; in the add, modify, and change modes if the payee type is SB (Selling Broker). The date is the current system date plus 365 days. The date is rolled forward for leap year or if the recertification date falls on a Saturday or Sunday. The default for this field is blank if the entry in the <u>Payee Type(s)</u> field is not SB (Selling Broker). In the query mode, this field displays the recertification date, if any, associated with the record selected in the <u>Next NAID</u> field.</p>
Form Aprv Dt	N/A	<p>System-generated; in the add mode as the current system date when the Payee Name and Address (GBNA) screen is completed. In the query, modify, and change modes, this field reflects the completion date associated with the record selected in the <u>Next NAID</u> field.</p>
GOTO SACAB	1 alphabetic character X = ACAB	<p>Enter an X in this field and press the <ENTER> key to display the summary mode of the ABA Bank Number (ACAB) screen, described and illustrated under ABA Bank Number (ACAB) Data Screen in Chapter 4 – Disbursements.</p> <p>Note: <i>Only one GOTO screen can be accessed at a time. If an X is entered in this field, no entry is allowed in the <u>GOTO QDSAN</u> field.</i></p> <p>Note: <i>This field displays only for HQ users in the query mode.</i></p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO QDSAN	1 alphabetic character X = DSAN	<p>Enter an <i>X</i> in this field and press the <ENTER> key to display the query mode of the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen.</p> <p>Note: Only one GOTO screen can be accessed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GOTO SACAB</u> field.</p> <p>Note: This field displays only for HQ users in the query mode.</p>
<p>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</p> <p>Result: The screen displayed next depends on the mode and data entry on the screen:</p> <ul style="list-style-type: none"> In the add mode, the screen is redisplayed in query mode with the information just entered on the screen. In the add mode, if the payee type is LE (Lessee), the system automatically displays the Property Units (TMPU) screen, described and illustrated under Property Units (TMPU) Screen in Chapter 9 – Rentals and Debt Management. In the add mode, if the payee type is not LE (Lessee), the system displays the successful completion message. In the modify mode, the system saves the changes made on the screen and displays the successful completion message. In the delete mode, the system displays the successful deletion message. <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message before attempting to either:</p> <ul style="list-style-type: none"> Update or delete an existing payee Exit this screen <p>Note: In the query mode, the screen display for Headquarters users only includes two routers, as illustrated in Figure 2-6.</p> <ul style="list-style-type: none"> Entering an <i>X</i> in the <u>GOTO SACAB</u> field allows the user to access the ABA Bank Number(ACAB) screen, described and illustrated under ABA Bank Number (ACAB) Data Screen in Chapter 4 – Disbursements, and add ABA bank information for an active NAID. Entering an <i>X</i> in the <u>GOTO QDSAN</u> field allows the user to access the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen. 		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

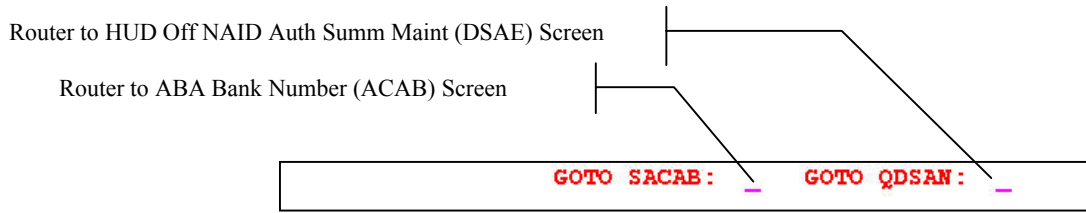


Figure 2-6 Payee Name and Address (GBNA) Screen for Headquarters Users

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the Repair Contr Trade Cat Summary (SMGG) Screen:

To **locate** (*query*) a repair contractor case, enter *QSMGG* in the Screen field and press the <F2> key.

To **add** or **update** a repair contractor, enter *SSMGG* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on Table 2-5 Repair Contr Trade Cat Summary (SMGG) Procedure Table to add, update, or query information a repair contractor:

Table 2-5 Repair Contr Trade Cat Summary (SMGG) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID of the trade contractor. System-generated; if this screen is accessed from the add mode of the Payee Name and Address (GBNA) screen and the NAID is identified as a trade service. Refer to Payee Name and Address (GBNA) Data Screen for a detailed description and illustration of the Payee Name and Address (GBNA) screen.
Trade Code	2 alphabetic characters	In the <i>query</i> mode enter the trade code, if known.
Press the <F2> key.		
Result: <i>The system returns and displays available values of the fields identified here.</i>		
Name	40 alphanumeric characters	In the summary mode, enter the name of the trade contractor associated with the NAID entered in the <u>Next NAID</u> field. System-generated; in the summary mode if this screen is accessed from the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen.. In the <i>query</i> mode this field displays the name of the trade contractor based on the record selected in the <u>Next NAID</u> field.
Contract Limit	7 numeric characters	In the summary mode, enter the repair contractor contract dollar limit, if applicable. System-generated; in the <i>query</i> mode based on the record selected in the <u>Next NAID</u> field and in the summary mode, if this screen is accessed from the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen..

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-5 Repair Contr Trade Cat Summary (SMGG) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Geographic Zone	50 alphanumeric characters	In the <i>summary</i> mode, enter the geographic zone description, if applicable. (This field is used by HOC Areas when a contractor does business over a wide, multi-HOC Area territory.)
		System-generated; in the <i>query</i> mode based on the record selected in the <u>Next NAID</u> field and in the <i>summary</i> mode, if this screen is accessed from the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen..
Opt	1 character A =Add D =Delete	<p>[REQUIRED] In the <i>summary</i> mode, enter:</p> <ul style="list-style-type: none"> an <i>A</i> (Add) in this field on a blank row to add a trade code a <i>D</i> (Delete) in this field beside the desired trade code line item to delete the trade code <p><i>Note:</i> This screen allows multiple line entries at one time before committing the data on the screen.</p> <p><i>Note:</i> This field is not available in the <i>query</i> mode.</p>
*Trade Code	2 alphabetic characters	<p>[REQUIRED] In the <i>summary</i> mode, enter the code that represents the type of work that the trade contractor is authorized to perform for HUD, or enter ? for the Look-up screen and select the trade code from the list displayed.</p>
		System-generated; in the <i>query</i> mode based on the record selected in the <u>Next NAID</u> field and in the <i>summary</i> mode, if this screen is accessed from the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen..
Description	N/A	System-generated; description for the trade code entered in the <u>Trade Code</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-5 Repair Contr Trade Cat Summary (SMGG) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Go Back To NAID	1 alphabetic character X	Enter an X in this field and press the <ENTER> key to access the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen .
<p><i>To commit the addition or modification of data on this screen, press the <ENTER> key.</i></p> <p>Result: <i>The updates the NAID record based on the information entered and displays the successful completion message. Press the <ENTER> key again to clear any message and before attempting to either:</i></p> <ul style="list-style-type: none">• <i>Add a trade code for a new or different repair contractor</i>• <i>Delete an existing trade code for this or a different repair contractor</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Tax Authority Tax Type Period Line (TXTP) Data Screen

The Tax Authority Tax Type Period Line (TXTP) data screen, illustrated in Figure 2-8, is used by authorized Service Center personnel to establish new tax authorities, their tax types, and the time frames in which tax bills must be paid (when the payee NAID is Taxing Authority). The bottom-half of the screen is used as a template for entering tax information for multiple years.

Note

This screen is available in the **query** mode to authorized HOC Area staff only. In the **query** mode, the key fields, Next Taxing Authority and Tax Type fields are required and must be filled with a valid Taxing Authority/Tax Type combination to provide information.

Before You Begin

Gather this information prior to using the Tax Authority Tax Type Period Line (TXTP) screen:

- The nine-digit Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Tax Identification Number or FIN) from the valid taxing authority NAID where payee type is Tax Authority (TA)
- The nine-digit Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Tax Identification Number or FIN) from the *SAMS-1110 Taxing Authority Prof* form

S A M S										07/11/02	
SCREEN: STXTP_ TXTP TAX AUTHORITY TAX TYPE PERIOD LINE										14:53:05 EST	
NEXT TAXING AUTHORITY: _____ TAX TYPE: ____											
*TAXING AUTHORITY:											
NAME:											
*TAX TYPE:											
EFFECTIVE DATE:											
EXPIRATION DATE:											
COMMENTS:											
TAX											
PERIOD											
DISCOUNT(S)											
OPT	LINE	FROM/TO	DUE	1	2	3	PAY BY	PENALTY			
NAID IS REQUIRED											
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD PF 8=FRWD PF 9=CLEAR											

Figure 2-8 Tax Authority Tax Type Period Line (TXTP) Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the Tax Authority Tax Type Period Line (TXTP) Screen:

- To **locate** (*query*) tax authority/tax line record, enter *QTXTP* in the Screen field and press the <F2> key.
- To **add** a tax authority/tax type record, enter *ATXTP* in the Screen field and press the <F2> key.
- To **modify** a tax authority/tax type record, enter *MTXTP* in the Screen field and press the <F2> key.
- To **delete** a tax authority/tax type record that , enter *DTXTP* in the Screen field and press the <F2> key.
- To **update** a tax period line, enter *STXTP* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on the Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table how to add, modify, delete or query a tax authority based on its tax type:

Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Taxing Authority	10 alphanumeric characters	[REQUIRED] In the <i>query</i> , <i>modify</i> , <i>delete</i> , and <i>summary</i> modes, enter the NAID for the taxing authority.
Tax Type	2 alphanumeric characters	In the <i>query</i> , <i>modify</i> , <i>delete</i> , and <i>summary</i> modes, enter the tax type code, if known.
<i>In all modes except for the add mode, press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
*Taxing Authority	10 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the NAID for the tax authority to be added. Enter ? and press the <ENTER> key for the Look-up screen in <i>add</i> mode only, to view a list of taxing authority codes. System-generated; in the <i>query</i> , <i>delete</i> , <i>modify</i> , and <i>summary</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Name	N/A	System-generated; name of the taxing authority organization based on the entry in the <u>Taxing Authority</u> field.
*Tax Type	2 alphanumeric characters	[REQUIRED] In the <i>add</i> mode, enter the tax type from the SAMS Form 1110 or enter ?and press the <ENTER> key for the Look-up screen to view a list of tax types. System-generated; in the <i>query</i> , <i>delete</i> , <i>summary</i> , and <i>modify</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Effective Date	8 alphanumeric characters mm/dd/yy	In the add and modify modes enter the effective date. This data field is used when a taxing authority is established for a special assessment. System-generated; in the query , delete , and summary modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Expiration Date	8 alphanumeric characters mm/dd/yy	In the add and modify modes, enter the expiration date. System-generated; in the query and delete mode based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Comments	20 alphanumeric characters	In the add and modify modes, enter any comments in this field. System-generated; in the query , delete , and summary modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
<i>In the add mode, press the <ENTER> key to commit data on the top-half of the screen.</i>		
<i>Result: The system generates data lines on the bottom-half of the screen.</i>		
Opt	A = Add M =Modify D =Delete	[REQUIRED] In the add mode, enter the option mode in this field. To enter additional tax period lines, to modify existing tax period lines, or to delete tax period lines, enter the desired option in this field in the summary modes. <i>Note: Only four tax period lines may be added per taxing authority.</i> <i>Note: This field is not available in the query, modify, and delete mode.</i>
Tax Period Line	2 alphabetic or numeric characters 01 02 03 04 OP	[REQUIRED] In the add or summary mode, enter a value based on the tax authority tax period. System-generated; in the query , modify , summary , and delete modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
From / To	5 alphanumeric characters mm/dd	[REQUIRED] In the <i>add</i> and <i>summary</i> modes, enter the dates for the actual period covered by a payment period. This can be a calendar year, fiscal year, or part of a year. Refer to the tax authority. System-generated; in the <i>query</i> , <i>modify</i> , <i>summary</i> , and <i>delete</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Due	5 alphanumeric characters mm/dd	In the <i>add</i> and <i>summary</i> modes, enter the due-date. This is the date that the tax payment is due according to the tax authority. Refer to the tax authority. System-generated; in the <i>query</i> , <i>modify</i> , <i>summary</i> , and <i>delete</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Discount(s) 1,2,3	5 alphanumeric characters mm/dd	In the <i>add</i> and <i>summary</i> modes, enter the discount-date(s). This field displays up to three discount-dates in which a discounted rate is accepted, if necessary. Refer to the tax authority. System-generated; in the <i>query</i> , <i>modify</i> , <i>summary</i> , and <i>delete</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
Pay By	5 alphanumeric characters mm/dd	[REQUIRED] In the <i>add</i> and <i>summary</i> modes, enter the pay-by date. This should be the same as the penalty date. Refer to the tax authority. <i>Note: The system issues a check ten (10) days before the pay-by-date.</i> System-generated; in the <i>query</i> , <i>modify</i> , <i>summary</i> , and <i>delete</i> mode based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Penalty	5 alphanumeric characters: mm/dd	[REQUIRED] In the add and summary modes, enter the penalty date from the SAMS 1110 form. This is the last date on which the payment is accepted without penalty. Refer to the tax authority.
		System-generated; in the <i>query</i> , <i>modify</i> , <i>summary</i> , and <i>delete</i> modes based on the record selected in the <u>Next Taxing Authority</u> and <u>Tax Type</u> fields.
<p><i>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</i></p> <p>Result: <i>The system displays the successful completion message.</i></p> <ul style="list-style-type: none">• <i>In the add mode, the system re-displays this screen in summary mode to allow the user to update the tax period line information.</i> <p><i>Press the <ENTER> key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none">• <i>Add another tax authority or another tax period for this NAID</i>• <i>Modify a tax period for this or a different NAID</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

Before You Begin

Gather this information prior to using the HUD Off NAID Auth Summ Maint (DSAN) screen:

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the HUD Off NAID Auth Summ Maint (DSAN) screen:

- To **locate (query)** a HUD office NAID record, enter *QDSAN* in the Screen field and press the <F2> key.

Note

For HOC personnel, the only records displayed are the records assigned to the HOC Area (Contract Area) assigned to the HOC.

- To **add** or **modify (summary mode)** a HUD office NAID record, enter *SDSAN* in the Screen field and press the <F2> key. Service Center or Headquarters access is required.

Note

Only records for **active** NAIDs can be added or modified.

Procedure Table Follow the instructions on the Table 2-7 HUD Off NAID Auth Summ Maint (DSAN) Procedure Table to add a HUD office code to a NAID.

Table 2-7 HUD Off NAID Auth Summ Maint (DSAN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID to be viewed, modified, or tied to multiple HUD offices.
HUD Office	2 alphanumeric characters	Enter the HUD office code (HOC Area) assigned to the NAID.
<i>Enter the search criteria and press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values for the fields identified here.</i>		
Name	N/A	System-generated; organization name associated with the record selected in the <u>Next NAID</u> and <u>HUD Office</u> fields.
Current NAID Status	N/A	System-generated; in the query and summary (add/modify) modes with <i>A</i> (Active) or <i>I</i> (Inactive).

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-7 HUD Off NAID Auth Summ Maint (DSAN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	1 alphanumeric character A = Add M = Modify	[REQUIRED] Enter the desired option: <ul style="list-style-type: none"> • <i>A (summary add)</i> to insert a new HOC Area/NAID record. This option is available to HQ personnel only. • <i>M (summary modify)</i> to: <ul style="list-style-type: none"> ◦ link a NAID to a HOC area. This option is available to HQ personnel only. ◦ delink a NAID from a HOC Area. HOC personnel can only delink a HOC Area within their own HOC.
*HUD Office	2 alphanumeric characters	In the summary add mode, enter the HUD office code to be added or enter ? for the Look-up screen to view a list of HUD office codes. In the summary modify mode, enter the revised HUD Office code. System-generated; based on the record selected in the <u>Next NAID</u> and <u>HUD Office</u> fields. This field is protected in the query mode.
Status		[REQUIRED] Enter the status for the NAID within the HOC Area indicated in the <u>HOC Office</u> field. Note: <i>Change the status from A (Active) to I (Inactive) to unlink a NAID from a particular HOC Area without deactivating the entire NAID.</i> Note: <i>Only active NAIDs can be added or modified in summary mode.</i> System-generated; in the query and summary modify modes based on the entry in the <u>Next NAID</u> and <u>HUD Office</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-7 HUD Off NAID Auth Summ Maint (DSAN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Status Date	N/A	System-generated; based on the date the office was added or the status was last changed. This field is protected from updates.
GOTO QGBNA	1 character X	Enter an <i>X</i> in this field and press the <ENTER> key to display the query mode of the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen .
<p><i>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error messages or the successful completion message. Press the <ENTER> key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none">• <i>Add another HUD office code</i>• <i>Update or delete an existing HUD office code</i>• <i>Exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

NAID Deactivation (GBND) Data Screen

The NAID Deactivation (GBND) data screen, illustrated in Figure 2-10, allows authorized HOC Area staff to view or deactivate a NAID on-line if there are no exceptions that prevent deactivation. Exceptions can be viewed on the NAID Exception (GBNE) screen, described and illustrated under **NAID Exception (GBNE) Data Screen**.

Note

For NAIDs that cross over HOCs, the HOC manager will be forced to route to the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under **HUD Off NAID Auth Summ Maint (DSAN) Data Screen**.

Before You Begin

Gather this information prior to using the NAID Deactivation (GBND) screen:

- NAID associated with the payee types to be deactivated or viewed
- Approved original *Form SAMS-1117*

S A M S		09/16/04
SCREEN: QGBND_	GBND NAID DEACTIVATION QUERY	17:43:09 EST
NEXT NAID: _____		
NAID:	BUSINESS NAME:	
EIN:	SSN:	
STREET ADDRESS:		
CITY:	STATE:	COUNTY:
ACTIVE/INACTIVE:	DEACTIVATED BY:	ZIP CODE:
ON:		
PAYEE TYPES		
AP CA GT HA LE NB NP PM SB TA TS		
ENTER 'X' TO DEACTIVATE THE NAID:		
DSAN: _ GBNA: _ GBNE: _		
NOTE: YOU MUST MAINTAIN AN APPROVED ORIGINAL FORM SAMS-1117 ON FILE AS SUPPORT FOR THIS NAID DEACTIVATION.		
NAID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 2-10 NAID Deactivation (QGBND) Query Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the NAID Deactivation (GBND) screen:

- To **locate (query)** a NAID deactivation record and view the NAID's current status and Payee Types, enter *QGBND* in the Screen field and press the <F2> key.
- To **modify** a NAID deactivation record, enter *MGBND* in the Screen field and press the <F2> key.

Note

If an attempt is made to deactivate a NAID that cannot be deactivated, the user will be routed to the NAID Exception (GBNE) screen, illustrated and described under **NAID Exception (GBNE) Data Screen**, to view the reasons preventing NAID deactivation.

Procedure Table Follow the instructions on Table 2-8 NAID Deactivation (GBND) Procedure Table to view or modify a NAID deactivation record:

Table 2-8 NAID Deactivation (GBND) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID to be viewed or modified.
<i>Enter the search criteria and press the <F2> key.</i>		
Result: The system retrieves and displays the available values for the fields identified here.		
NAID	N/A	System-generated; based on the record selected in the <u>Next NAID</u> field.
Business Name	N/A	System-generated; business name for the NAID indicated in the <u>NAID</u> field.
EIN	N/A	System-generated; Federal Employer Tax Identification Number associated with the entry in the <u>NAID</u> field, for a business entity.
SSN	N/A	System-generated; Social Security Number associated with the entry in the <u>NAID</u> field, for an individual entity.
Street Address	N/A	System-generated; street address for the NAID indicated in the <u>NAID</u> field.
City	N/A	System-generated; city for the NAID indicated in the <u>NAID</u> field.
State	N/A	System-generated; state for the NAID indicated in the <u>NAID</u> field.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-8 NAID Deactivation (GBND) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
County	N/A	System-generated; county for the NAID indicated in the <u>NAID</u> field.
Zip Code	N/A	System-generated; zip code for the NAID indicated in the <u>NAID</u> field.
Active/Inactive	N/A	System-generated; indication that the NAID is A (Active) or I (Inactive). <i>Note: An inactive NAID cannot be deactivated.</i>
Deactivated By	N/A	System-generated; unique identifier for the user processing the payee type deactivation, based on the ID provided at user logon.
On	N/A	System-generated; date that the last modification was made. System default is the current system date.
[Payee Types] AP	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the AP (Appraiser) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] CA	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the CA (Closing Agent) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] GT	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the GT (Government) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] HA	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the HA (Homeowner Association) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-8 NAID Deactivation (GBND) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
[Payee Types] LE	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the LE (Lessee) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] NB	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the NB (Appraiser) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] NP	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the NP (Non Profit) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] PM	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the PM (Property Manager) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] SB	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the SB (Selling Broker) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
[Payee Types] TA	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the TA (Taxing Authority) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-8 NAID Deactivation (GBND) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
[Payee Types] TS	1 alphanumeric character Y = Yes N = No	Enter a <i>Y</i> (Yes) in this field to deactivate the NAID for the TS (Repair Contractor) payee type.
		System-generated; <i>Y</i> (Yes) to indicate that the payee type is deactivated or <i>N</i> (No) to indicate that the payee type is not deactivated.
Enter 'X' to Deactivate the NAID	1 alphanumeric character X = Yes	Enter an <i>X</i> in this field to deactivate the NAID payee types indicated. <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>DSAN</u> , <u>GBNA</u> , or <u>GBNE</u> fields.
DSAN	1 alphanumeric character X = DSAN	Enter an <i>X</i> in this field to access the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen , and delink a HOC area. <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>Enter 'X' to Deactivate the NAID</u> , <u>GBNA</u> , or <u>GBNE</u> fields.
GBNA	1 alphanumeric character X = GBNA	Enter an <i>X</i> in this field to access the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen , and view or update the name and address information for the NAID. <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>DSAN</u> , <u>Enter 'X' to Deactivate the NAID</u> , or <u>GBNE</u> fields.
GBNE	1 alphanumeric character X = GBNE	Enter an <i>X</i> in this field to access the NAID Exception (GBNE) screen, described and illustrated under NAID Exception (GBNE) Data Screen , to view the NAID exceptions. <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>DSAN</u> , <u>GBNA</u> , or <u>Enter 'X' to Deactivate the NAID</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-8 NAID Deactivation (GBND) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Enter and X in the desired field and press the <ENTER> key.		
<p>Result: The system displays an appropriate error messages or the successful completion message.</p> <ul style="list-style-type: none">• If an X is entered in the <u>Enter 'X' to Deactivate the NAID</u> field, the NAID status is changed to I (Inactive) and the Stop Payment flag is set to Y (Yes).• If an X is entered in the <u>DSAN</u> field, the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen, displays.• If an X is entered in the GBNA field, the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, displays.• If an X is entered in the GBNE field, the NAID Exception (GBNE) screen, described and illustrated under NAID Exception (GBNE) Data Screen, displays. <p>Press the <ENTER> key again to clear any message before attempting to either:</p> <ul style="list-style-type: none">• Deactivate another NAID• View another NAID• Exit this screen <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

Selected HQ and HOC users can deactivate a NAID even though exceptions are found. HOC users will be forced to route to the HUD Off NAID Auth Summ Maint (DSAN) screen, illustrated and described under HUD Off NAID Auth Summ Maint (DSAN) Data Screen, for NAIDs that cross multiple HOCs.

A maximum of ten (10) exception lines display on the screen. The scroll feature can be used to view up to twenty (20) exceptions, if applicable. If more than twenty (20) exceptions exist, an informaiton message displays.

Gather this information prior to using the NAID Exception (GBNE) screen:

Figure 2-11 NAID Exception (QGBNE) Query Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the NAID Exception (GBNE) screen:

- To **locate (query)** a NAID exception record, enter *QGBNE* in the Screen field and press the <F2> key.
- To **modify** a NAID exception record, enter *MGBNE* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on Table 2-9 NAID Exception (GBNE) Procedures Table to modify or query a NAID exception record:

Table 2-9 NAID Exception (GBNE) Procedures Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID to be viewed or modified.
<i>Enter the search criteria and press the <F2> key.</i>		
Result: The system retrieves and displays the available values for the fields identified here.		
NAID		System-generated; based on the record selected in the <u>Next NAID</u> field.
Business Name		System-generated; business name for the NAID indicated in the <u>Next NAID</u> field.
Exceptions		System-generated; reasons preventing NAID deactivation, such as NAID is on an active invoice, NAID is on a paid invoice transmittal, NAID is on a Closing Agent contract, NAID in on a Property Manager contract.
Enter 'X' to Deactivate NAID with Exceptions	1 alphanumeric character X = Deactivate	In modify mode, enter an X in this field to deactivate the NAID. This field is protected in query mode. Note: Headquarters (HQ) users can deactivate NAIDs regardless of the HOC Areas using that NAID. HOC users can deactivate NAIDs within the HOC user's HOC Areas. Note: If an X is entered in this field and the NAID crosses multiple HOCs, a message displays directing the user to delink the area(s) from the NAID through the HUD Off NAID Auth Summ Maint (DSAN) screen, illustrated and described under HUD Off NAID Auth Summ Maint (DSAN) Data Screen .

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-9 NAID Exception (GBNE) Procedures Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
DSAN	1 alphanumeric character X = DSAN	Enter an <i>X</i> in this field to access the HUD Off NAID Auth Summ Maint (DSAN) screen, , illustrated and described under HUD Off NAID Auth Summ Maint (DSAN) Data Screen . to delink the contract area(s). <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GBNA</u> or <u>GBND</u> fields.
GBNA	1 alphanumeric character X = GBNA	Enter an <i>X</i> in this field to access the Payee Name and Address (GBNA) screen, illustrated and described under Payee Name and Address (GBNA) Data Screen, to view or update NAID information. <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>DSAN</u> or <u>GBND</u> fields.
GBND	1 alphanumeric character X = GBND	Enter an <i>X</i> in this field to access the NAID Deactivation (GBND) screen, illustrated and described NAID Deactivation (GBND) Data Screen . to delink the contract area(s). <i>Note:</i> Only one router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GBNA</u> or <u>DSAN</u> fields.
<p>Enter an <i>X</i> in the desired field and press the <ENTER> key.</p> <p>Result: The system displays an appropriate error messages or the successful completion message.</p> <ul style="list-style-type: none"> • If an <i>X</i> is entered in the <u>Enter 'X' to Deactivate NAID with Exceptions</u> field, the NAID status is changed to I (Inactive) and the Stop Payment flag is set to Y (Yes). • If an <i>X</i> is entered in the <u>DSAN</u> field, the HUD Off NAID Auth Summ Maint (DSAN) screen, described and illustrated under HUD Off NAID Auth Summ Maint (DSAN) Data Screen, displays. • If an <i>X</i> is entered in the <u>GBNA</u> field, the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, displays. • If an <i>X</i> is entered in the <u>GBND</u> field, the NAID Deactivation (GBND) screen, illustrated and displayed under NAID Deactivation (GBND) Data Screen, displays. <p>Press the <ENTER> key again to clear any message before attempting to either:</p> <ul style="list-style-type: none"> • Deactivate another NAID with exceptions • View another NAID with exceptions • Exit this screen <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

NAID Parameter (GBNP) Data Screen

The NAID Parameter (GBNP) data screen, illustrated in Figure 2-12, allows authorized HOC Area staff to view or modify NAID parameter records to determine how many days must pass before a particular NAID Payee Type can be deactivated. A five (5) year limit is enforced.

Note

Some Payee Types have more than one parameter. For example: Selling Brokers must have expired certification and recertification dates.

Before You Begin

Gather this information prior to using the NAID Parameter (GBNP) screen:

- NAID Payee Type

Data Screen Options

On the NAID Parameter (GBNP) screen:

- To **locate (query)** a NAID parameter record, enter *QGBNP* in the Screen field and press the <F2> key.
- To **modify** a NAID parameter record, enter *MGBNP* in the Screen field and press the <F2> key.

S A M S				09/16/04
SCREEN : QGBNP_				18:34:31 EST
GBNP NAID PARAMETER QUERY				
PAYEE TYPE	DESCRIPTION	ELAPSED DAYS	USERID	
AP	ACTIVE OR ASSIGNED CASE	365	DATAFIX	
AP	APPRAISER PAYMENT	365	DATAFIX	
CA	CLOSING AGENT ACTIVE CONTRACT	365	DATAFIX	
GT	GOVERNMENT PAYMENT	90	C17656	
HA	HOMEOWNER ASSOC PAYMENT	1095	DATAFIX	
LE	LESEE ACTIVE/EXPIRED LEASES	365	DATAFIX	
NB	NONVENDOR PAYMENT	180	DATAFIX	
NP	GOVERNMENT NONPROFIT SALES/OFFER	365	C17656	
NP	NONPROFIT PAYMENT	90	C17656	
PM	PROPERTY MANAGER ACT/EXP CONTRACTS	365	DATAFIX	
SB	SELLING/LISTING BROKER CERT DATES	365	C17656	
SB	SELLING/LISTING BROKER RECERT DATES	90	C17656	
TA	TAXING AUTHORITY	1095	DATAFIX	
TS	REPAIR CONTRACTOR	365	DATAFIX	
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU				

Figure 2-12 NAID Parameter (QGBNP) Query Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on Table 2-10 NAID Parameter (GBNP) Procedures Table to view or modify a NAID parameter record:

Table 2-10 NAID Parameter (GBNP) Procedures Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Payee Type		System-generated; identifier for the payee type.
Description		System-generated; description of the parameter indicated in the Payee Type field.
Elapsed Days	4 numeric characters	The entry in this field indicates the number of days of inactivity that must elapse before a payee type can be deactivated. This entry can be changed by the user in <i>modify</i> mode. <i>Note:</i> The entry in this field cannot exceed 1825 days or 5 years.
		System-generated; number of days of inactivity associated with the entry in the <u>Payee Type</u> field. This field is protected in the <i>query</i> mode.
UserID		System-generated; unique identifier associated with the user who last set the parameter indicated. The entry in this field is based on the ID provided at system logon.
<p>Enter the desired information and press the <ENTER> key.</p> <p>Result: The system displays an appropriate error messages or the successful completion message. In modify mode, any change to the <u>Elapsed Days</u> field is saved to the record and the <u>UserID</u> field is updated with the logon ID of the user making the change.</p> <p>Press the <ENTER> key again to clear any message before attempting to either:</p> <ul style="list-style-type: none">• Update additional Payee Type parameters• View additional Payee Type parameters• Exit this screen <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Closing Agent Contract (GBCC) Data Screen

The Closing Agent Contract (GBCC) data screen, illustrated in Figure 2-13, allows authorized HOC Area staff to view or update a closing agent contract (where the payee NAID is Closing Agent) within the user's area or HOC, after the Contract NAID has been established in the system through the Payee Name and Address (GBNA) screen, illustrated and described under Payee Name and Address (GBNA) Data Screen.

Note

Headquarters personnel can view closing agent contract information regardless of the area or HOC.

Before You Begin

Gather this information prior to using the Closing Agent Contract (GBCC) screen:

- The NAID based on the Closing Agent name on the SAMS-1111 Payee Name and Address form
- Contract Number from a signed closing agent contract

SCREEN: QGBCC_		S A M S		07/01/04	
GBCC CLOSING AGENT CONTRACT QUERY				14:41:14 EST	
NEXT NAID:		CONTRACT NUMBER:			
HUD OFFICE:	HQ				
NAID		CONTRACT NUMBER:			
NAME		CONTRACT EFFECTIVE DATE:			
HUD OFFICE		CONTRACT EXPIRATION DATE:			
	REGULAR				
CONTRACT	CLOSING	THIRD PARTY	ABORTED	MINIMUM	MAXIMUM
PERIOD	AGENT FEE	CLOSING FEE	CLOSING FEE	CASES	CASES
					TRACKING
					TYPE
NAID IS REQUIRED				GBCP: _ PRCN: _	
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD					

Figure 2-13 Closing Agent Contract (QGBCC) Screen

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the Closing Agent Contract (GBCC) screen:

- To **locate (query)** a closing agent contract record, enter *QGBCC* in the Screen field and press the <F2> key.
- To **modify** a closing agent contract record, enter *MGBCC* in the Screen field and press the <F2> key.
- To **add** a closing agent contract record, after the contract has been established enter an *X* in the GBCC field in the **summary maintenance** mode of the Procurement Contract (SPRCN) screen, illustrated and described under **Procurement Contract (PRCN) Data Screen** in **Chapter 7 – Procurement Contracts**, and press the <ENTER> key to access the **modify** mode of the Closing Agent Contract (MGBCC) screen.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on the Table 2-11 Closing Agent Contract (GBCC) Procedure Table to modify or query a closing agent contract:

Table 2-11 Closing Agent Contract (GBCC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the closing agent NAID in the <i>query</i> and <i>modify</i> modes if the screen is accessed directly. System-generated; when the screen is accessed from the Procurement Contract (PRCN) and the Closing Agent Period (GBCP) screens, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts and Closing Agent Period (GBCP) Data Screen , respectively.
Contract Number	12 alphanumeric characters	[REQUIRED] Enter the closing agent Contract Number in the <i>query</i> and <i>modify</i> modes if the screen is accessed directly. System-generated; when the screen is accessed from the Procurement Contract (PRCN) and the Closing Agent Period (GBCP) screens, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts and Closing Agent Period (GBCP) Data Screen , respectively.
HUD Office	2 alphanumeric characters	This field can be changed in the <i>query</i> and <i>modify</i> modes. System-generated; when the screen is accessed from the Procurement Contract (PRCN) and the Closing Agent Period (GBCP) screens, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts and Closing Agent Period (GBCP) Data Screen , respectively.
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
NAID	N/A	System-generated; in the <i>query</i> and <i>modify</i> modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Contract Number	N/A	System-generated; in the <i>query</i> and <i>modify</i> modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Name	N/A	System-generated; in the <i>query</i> and <i>modify</i> modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
HUD Office	N/A	System-generated; in the <i>query</i> and <i>modify</i> modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-11 Closing Agent Contract (GBCC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Effect Date		System-generated; in the query and modify modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Contract Expir Date	N/A	System-generated; in the query and modify modes based on the contract selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields. This field is protected, no data entry allowed.
<p><i>To commit the modification of the data on the top portion of the screen press the <ENTER> key.</i></p> <p>Result: <i>The system displays the successful completion message and opens the fields on the lower portion of the screen for data entry.</i></p>		
CONTRACT YEAR FEE DETAILS		
Contract Period	N/A	<p>System-generated; based on the contract periods established for the contract indicated in the <u>Contract Number</u> field.</p> <p>Note: <i>The system automatically generates multiple lines under Contract Year if the time between the contract effective date and the expiration date spans more than one year, based on the periods established on the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts.</i></p>
Regular Closing Agent Fee	9 numeric characters	<p>In the modify mode, enter the regular closing agent fee (fee charged when the closing agent is representing HUD in a third-party sale).</p> <p>Note: <i>The entry in this field can only be modified for open or current periods. This field is protected (no data entry allowed) for closed periods.</i></p> <p>System-generated; in the query mode based on the record selected in the <u>Next NAID</u>, <u>Contract Number</u>, and <u>HUD Office</u> fields.</p>
Third Party Closing Fee	9 numeric characters	<p>In the modify mode, enter the third-party closing fee for open or current periods. This field is protected (no data entry allowed) for closed periods.</p> <p>System-generated; in the query and modify modes based on the record selected in the <u>Next NAID</u>, <u>Contract Number</u>, and <u>HUD Office</u> fields.</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-11 Closing Agent Contract (GBCC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Aborted Closing Fee	6 numeric characters Format: \$#,###.##	In the modify mode, enter the aborted closing fee, if desired. This field can be changed only for open or current periods. This field is protected (no data entry allowed) for closed periods. System-generated; in the query and modify modes based on the record selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Minimum Cases	4 numeric characters Format: ####	In the modify mode, enter the minimum number of cases to be tracked for the indicated contract period. The entry in this field can be changed only for open or current periods. This field is protected (no data entry allowed) for closed periods. <i>Note: The entry in this field must be less than or equal to the entry in the <u>Maximum Cases</u> field.</i> System-generated; in the query and modify modes based on the record selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Maximum Cases	4 numeric characters Format: ####	In the modify mode, enter the maximum number of cases to be tracked for the indicated contract period. This field can be changed only for open or current periods. This field is protected (no data entry allowed) for closed periods. <i>Note: The entry in this field must be greater than or equal to the entry in the <u>Minimum Cases</u> field.</i> System-generated; in the query and modify modes based on the record selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.
Tracking Type	1 alphanumeric character <i>W</i> =Weekly <i>M</i> =Monthly <i>O</i> =Other <i>P</i> =Period	[REQUIRED] in the modify mode, enter the contract tracking type. Different tracking type information can be entered for each period. <i>Note: The tracking type cannot be changed if period sequence records exist for the Closing Agent period.</i> System-generated; in the query and modify modes based on the record selected in the <u>Next NAID</u> , <u>Contract Number</u> , and <u>HUD Office</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-11 Closing Agent Contract (GBCC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GBCP	1 alphabetic character X=GBCP	Enter an <i>X</i> and press the <ENTER> key to access the Closing Agent Period (GBCP) screen, illustrated and described under Closing Agent Period (GBCP) Data Screen , in the <i>query</i> mode (if accessed from the <i>query</i> mode of this screen) or in the <i>summary</i> mode (if accessed from the <i>modify</i> mode of this screen). <i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCN</u> field.
PRCN	1 alphabetic character X=PRCN	Enter an <i>X</i> and press the <ENTER> key to access the <i>summary</i> mode (if accessed from the <i>summary</i> mode of this screen) or the <i>query</i> mode (if accessed from the <i>query</i> mode of this screen) of the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts , <i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GBCP</u> field.
<p>To commit the modification of data on the bottom-portion of this screen, press the <ENTER> key.</p> <p>Result: The system displays the successful completion message.</p> <p>Press the <ENTER> key again to clear any message and before attempting to:</p> <ul style="list-style-type: none">• Add another closing agent contract• Modify another closing agent contract• Enter an <i>X</i> in the <u>GBCP</u> field and press the <ENTER> key to access the Closing Agent Period (GBCP) screen, illustrated and described under Closing Agent Period (GBCP) Data Screen• Enter an <i>X</i> in the <u>PRCN</u> field and press the <ENTER> key to access the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts.• Exit this screen <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

Closing Agent Period (GBCP) Data Screen

The Closing Agent Period (GBCP) data screen, illustrated in Figure 2-13, allows authorized HOC Area staff to view or update contract periods for a closing agent contract within the user's area or HOC, after the contract has been established on the Closing Agent Contract (GBCC) screen, illustrated and described under **Closing Agent Contract (GBCC) Data Screen**.

Note

Headquarters personnel can view closing agent contract information regardless of the area or HOC.

Before You Begin

Gather this information prior to using the Closing Agent Contract (GBCC) screen:

- The NAID based on the Closing Agent name on the SAMS-1111 Payee Name and Address form
- Contract Number from a signed closing agent contract

Note

If the Closing Agent Period (GBCP) screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under **Closing Agent Contract (GBCC) Data Screen**, the NAID, contract number, and contract area will be displayed automatically.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

S A M S		07/01/04
SCREEN: QGBCP_	CLOSING AGENT PERIOD QUERY	16:47:48 EST
CONTRACT NUMBER: _____	NEXT PERIOD: _____	SEQ: _____
NAID: _____	NAME: _____	CONTRACT AREA: _____
TYPE: (P-PERIOD, M-MONTHLY, W-WEEKLY, O-OTHER)		
OPT	PERIOD SEQUENCE	START DATE
		END DATE
		MIN ORDER COUNT
		MAX ORDER COUNT
CONTRACT NUMBER IS REQUIRED		PRCN: _ GBCC: _
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD		

Figure 2-14 Closing Agent Period (QGBCP) Screen

Data Screen Options

On the Closing Agent Period (GBCP) screen:

- To **locate (query)** a closing agent contract period record, enter *QGBPC* in the Screen field and press the <F2> key.
- To **add/modify (summary maintenance)** a closing agent contract period record, enter *SGBPC* in the Screen field and press the <F2> key.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on the Table 2-12 Closing Agent Period (GBCP) Procedure Table to modify or query a closing agent contract period:

Table 2-12 Closing Agent Period (GBCP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Number	12 alphanumeric characters	[REQUIRED] Enter the closing agent Contract Number, if the screen is accessed directly. System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts .
Next Period	4 numeric characters Format: ####	[REQUIRED] Enter the period number to view a specific period without scrolling through the screen displays. System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts .
Seq		For contracts with a <i>W</i> (Weekly) tracking type, enter the sequence for the contract period in this field to limit the records displayed. The default value for this field is <i>1</i> . System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts .

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Area	2 alphanumeric characters Format: A#	[REQUIRED] Enter the contract (HOC) area.
		System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts .
NAID	10 alphanumeric characters Format: AAAAAA####	[REQUIRED] Enter the NAID associated with the contract to be displayed.
		System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts .
Name		System-generated; based on the entry in the <u>NAID</u> field.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here.</i>		
Type		System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen , or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts , based on the record selected in the <u>Contract Number</u> , <u>Next Period</u> , and <u>Seq</u> fields. The entries in this field are: <ul style="list-style-type: none"> • P (Period) to indicate that the contract is for a specific period • M (Monthly) to indicate that the cases are tracked monthly • W (Weekly) to indicate that the cases are tracked weekly • O (Other) for contracts that are not monthly, weekly, or for a specified period

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	1 alphabetic character <i>A</i> =Add <i>M</i> =Modify <i>D</i> =Delete	<p>In the <i>summary</i> mode:</p> <ul style="list-style-type: none"> to <i>add</i> and automatically calculate the next interval for Monthly (<i>M</i>) or Weekly (<i>W</i>) tracking types, enter an <i>A</i> (Add) in the <u>Opt</u> field for each period sequence and press the <ENTER> key. to <i>add</i> and automatically calculate the start and stop dates for a <i>P</i> (Period) tracking type, enter an <i>A</i> (Add) in the <u>Opt</u> field and press the <ENTER> key. <p>Note: Only one tracking period is allowed for contracts with a tracking type of <i>P</i> (Period).</p> <ul style="list-style-type: none"> to <i>add</i> the start and stop dates for an <i>O</i> (Other) tracking type, enter an <i>A</i> (Add) for each period sequence and enter the applicable dates in the <u>Start Date</u> and <u>End Date</u> fields. to <i>modify</i> an existing record, enter an <i>M</i> (Modify) in the <u>Opt</u> field beside the desired entry, make the necessary changes, and press the <ENTER> key to save the modifications. to <i>delete</i> an existing sequence record, enter a <i>D</i> (Delete) in the <u>Opt</u> field beside the record to be deleted and press the <ENTER> key.
Period Sequence		<p>System-generated; when the screen is accessed from the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen, or from the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts.</p> <p>Note: Only one period sequence is allowed for tracking type <i>P</i> (Period).</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Start Date	8 alphanumeric characters mm/dd/yy	<p>[REQUIRED] In the <i>summary (add/modify)</i> mode, for contracts with a tracking type of <i>O</i> (Other) or <i>P</i> (Period), enter the contract interval start date.</p> <p>For contracts with a tracking type of <i>M</i> (Monthly) or <i>W</i> (Weekly), the system automatically calculates the dates based on the number of sequence periods entered and the contract start and end dates. These dates can be changed in the <i>summary (modify)</i> mode.</p> <p>Note: The system calculates the dates for:</p> <ul style="list-style-type: none"> • monthly contracts by incrementing the user-entered date in the <u>Start Date</u> field by 30 • weekly contracts by incrementing the user-entered date in the <u>Start Date</u> field by 7 <p>If the contract interval desired is:</p> <ul style="list-style-type: none"> • Monthly, enter the first day of the month in the <u>Start Date</u> field and the last day of the month in the <u>End Date</u> field. • Weekly, enter the date for the first day of the week in the <u>Start Date</u> field and the last day of the week in the <u>End Date</u> field. <p>Note: Only one period interval is allowed for contracts with a tracking type of <i>P</i> (Period).</p>
		System-generated; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Contract Number</u> , <u>Next Period</u> , <u>Seq.</u> , <u>Contract Area</u> , and <u>NAID</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
End Date	8 alphanumeric characters mm/dd/yy	<p>[REQUIRED] In the <i>summary</i> (add/modify) mode, for contracts with a tracking type of <i>O</i> (Other) or <i>P</i> (Period), enter the contract interval end date.</p> <p>For contracts with a tracking type of <i>M</i> (Monthly) or <i>W</i> (Weekly), the system automatically calculates the dates based on the number of sequence periods entered and the contract start and end dates.</p> <p>These dates can be changed in the <i>summary</i> (<i>modify</i>) mode. If the contract interval desired is:</p> <ul style="list-style-type: none"> Monthly, enter the first day of the month in the <u>Start Date</u> field and the last day of the month in the <u>End Date</u> field. Weekly, enter the date for the first day of the week in the <u>Start Date</u> field and the last day of the week in the <u>End Date</u> field. <p>Note: Only one period interval is allowed for contracts with a tracking type of <i>P</i> (Period).</p>
		System-generated; in the <i>query</i> mode based on the record selected in the <u>Contract Number</u> , <u>Next Period</u> , <u>Seq</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
Min Order Count	4 numeric characters Format: #####	<p>In the <i>summary</i> (add/modify) mode, enter the minimum number of cases to be processed for each contract interval.</p> <p>Note: If a previous interval exists, the entries in the <u>Min Order Count</u> and <u>Max Order Count</u> fields are copied from the previous interval for the new interval.</p> <p>Note: The entry in this field can be changed in the <i>summary modify</i> mode.</p>
		System-generated; in the <i>query</i> mode based on the record selected in the <u>Contract Number</u> , <u>Next Period</u> , <u>Seq</u> , <u>Contract Area</u> , and <u>NAID</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Max Order Count	4 numeric characters Format: ####	<p>[REQUIRED] In the <i>summary (add/modify)</i> mode, enter the maximum number of cases to be processed for each contract interval. If a value is entered in this field:</p> <ul style="list-style-type: none"> It must be greater than 0. If the period is generated automatically and this field is left blank, a default value of 10 is generated by the system. The first interval generated will have a default value of 10 as well. <p><i>Note:</i> If a previous interval exists, the entries in the <u>Min Order Count</u> and <u>Max Order Count</u> fields are copied from the previous interval for the new interval.</p> <p>The entry in this field can be changed in the <i>summary (modify)</i> mode.</p>
		System-generated; in the <i>query</i> mode based on the record selected in the <u>Contract Number</u> , <u>Next Period</u> , <u>Seq</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
PRCN	1 character X=GOTO PRCN screen	<p>Enter an <i>X</i> and press the <ENTER> key to access the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts.</p> <p><i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GBCC</u> field.</p>
GBCC	1 character X=GOTO GBCC screen	<p>Enter an <i>X</i> and press the <ENTER> key to access the Closing Agent Contract (GBCP) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen.</p> <p><i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCN</u> field.</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-12 Closing Agent Period (GBCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
<i>To commit the modification of the data on this screen press the <ENTER> key.</i>		
Result: <i>The system displays the successful completion message and:</i>		
<ul style="list-style-type: none">• For Monthly (M) and Weekly (W) tracking types, in the summary (add/modify) mode, calculates the next period sequence date interval and the date range• If an X is entered in the PRCN field, displays the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen in Chapter 7 – Procurement Contracts• If an X is entered in the GBCC field, for closing agent (payee type CA) displays the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen• If the period sequence number entered is less than the previous sequence, in the summary (add) mode, the system attempts to add the sequence Note: This method is used if the sequence was previously deleted using the summary (delete) mode• In the summary (delete) mode, the system deletes all sequence records if the paid cases, pending cases, paid amount, and pending amount are all 0. Note: If there is any activity for the interval, the sequence record cannot be deleted.		
<i>Press the <ENTER> key again to clear any message before attempting to either:</i>		
<ul style="list-style-type: none">• Add another period sequence• Update another period sequence• Exit this screen		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Data Screen Options

On the MM Contract (GBPM) Screen:

- To **locate (query)** an M&M (PM) contract, enter *QGBPM* in the Screen field and press the <F2> key.
- To **modify** an M&M (PM) contract, enter *MGBPM* in the Screen field and press the <F2> key.

Procedure Table Follow the instructions on the Table 2-13 MM Contract (GBPM) Procedure Table to add, modify, or delete an M&M (property manager) contract:

Table 2-13 MM Contract (GBPM) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the M&M (PM) contract NAID.
MM Contract Number	12 alphanumeric characters	[REQUIRED] Enter the M&M (PM) contract number associated with the entry in the <u>Next NAID</u> field.
Contract Area	2 alphanumeric characters	[REQUIRED] Enter the HUD office assigned to the M&M contract. System-generated; if a HUD user profile is associated with the user ID provided at system login.
<i>Press the <F2> key.</i>		
Result: <i>System retrieves and displays the available values for the fields identified here.</i>		
NAID	N/A	System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.
MM Contract Number	N/A	System-generated; based on the entry in the <u>MM Contract Number</u> data entry field.
Name	N/A	System-generated; name for the NAID entered in the <u>Next NAID</u> field.
Contract Area	N/A	System-generated; based on the user NAID and HUD office entered in the <u>Next NAID</u> and <u>Contract Area</u> fields, respectively.
Co Type		System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-13 MM Contract (GBPM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Minimum Number Prop	5 numeric characters Format: #####	[REQUIRED] To change the entry in this field, in the <i>modify</i> mode enter the minimum number of properties from the M&M (PM) contract. This field is protected from updates, if the entry in the <u>Co Type</u> field is <i>M</i> (contracts prior to 2004). System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.
Contract Effective Date		System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.
Maximum Number Prop	5 numeric characters Format: #####	[REQUIRED] To change the entry in this field, in the <i>modify</i> mode enter the maximum number of properties from the M&M (PM) contract. This field is protected from updates in the <i>modify</i> mode, if the entry in the <u>Co Type</u> field is <i>M</i> (contracts prior to 2004). System-generated; based on the record selected in the <u>Next NAID</u> , <u>PM Contract Number</u> , and <u>Contract Area</u> fields.
Contract Expiration Date		System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.
Opt	1 character M =Modify	Enter an <i>M</i> (modify) in this field and press the <ENTER> key to open the available data entry fields to modify the contract period.
Cntr Per	N/A	System-generated; based on the contract effective date and contract expiration date. This field is protected from updates. Note: <i>The system automatically generates multiple lines under Contract Year if the time between the contract effective date and the expiration date spans more than one year.</i>
Period Effective		System-generated; beginning date for the contract period based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields. This field is protected from updates.
Period Expiration		System-generated; end date for the contract period based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields. This field is protected from updates.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-13 MM Contract (GBPM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total Mgmt Fee	7 numeric characters Format: ###,###.##	<p>In the <i>modify</i> mode, enter the property management fee to be applied to the first 4 months of a case in this period. The management fees entry in this field:</p> <ul style="list-style-type: none"> • Is applied if the PM assigned date falls during the 4-month period. • Is the remainder of the total management fee, if the case is reconciled or reconveyed in the billing period before all four (4) installments of the fee are received. • Equals 4 additional equal monthly payments if the case is reconveyed and then reacquired by HUD after 90 days. • Cannot be a negative value. • Can be updated, if either the: <ul style="list-style-type: none"> • Entry in the field is 0 (zero) • First property manager bill cycle in the period has not <i>been run yet</i>. • Cannot be updated if either the entry in the: <ul style="list-style-type: none"> • <u>Co Type</u> field is <i>M</i> (contracts prior to 2004) • <u>Contract Expiration Date</u> field is earlier than or equal to the current system date
		System-generated; based on the record selected in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> fields.
Total Vacant Fee	7 numeric characters Format: ###,###.##	<p>In the <i>modify</i> mode, enter the vacant lot management fee to be applied to the first 4 months of a case in this period. The entry in this field:</p> <ul style="list-style-type: none"> • Cannot be a negative value. • Is protected from updates if either the entry in the: <ul style="list-style-type: none"> • <u>Co Type</u> field is <i>M</i> (contracts prior to 2004) • <u>Contract Expiration Date</u> field is earlier than or equal to the current system date

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-13 MM Contract (GBPM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total Vacant Fee (continued)		<p>If the fee status on the case is <i>V/L</i> (vacant lot), the system checks to see if the billing period is in the first four (4) months of the case (based on the PM assigned date).</p> <ul style="list-style-type: none"> • If the PM assigned date is during the 4-month period, a vacant lot fee is applied for the 4-month period and this fee, divided by 4 displays in this field. • If the case is reconciled or reconveyed in the billing period before all 4 installments of the fee are received, the fee is the remainder of the amount displayed in this field. • If the case is reconveyed and then reacquired by HUD after 90 days, the 4 monthly payments of the vacant lot fee are paid to the contractor. • If the case is terminated, no payments of the vacant lot fee is applied. • If the case is unterminated on the Terminate Case (ACTC) screen, described and illustrated under Terminate Case (ACTC) Data Screen in Chapter 10 – General Ledger, the vacant lot fees are re-instated. <p>System-generated; based on the record selected in the <u>Next NAID</u>, <u>MM Contract Number</u>, and <u>Contract Area</u> fields.</p>
Market %	8 numeric characters Format: ##.#####	<p>Enter the fixed percentage to be applied to the net bid amount of closed cases in this period.</p> <p>The entry in this field:</p> <ul style="list-style-type: none"> • Is used to calculate the marketing fee. • Can be changed in the <i>modify</i> mode if the entry in the <u>Co Type</u> field is <i>M</i> (contracts prior to 2004). • Cannot be a negative percentage value. • Is protected from updates if the entry in the <u>Contract Expiration Date</u> field is earlier than or equal to the current system date. <p>Note: For contracts where the contract type code is <i>M</i> (M&M contracts prior to 2004), the entry in this field is based on the <u>Bid Percentage</u> previously entered through the old MM Contract (GBMM) screen.</p> <p>System-generated; for contracts entered prior to 2004 based on the entry made in the <u>Bid Percentage</u> field on the former MM Contract (GBMM) screen, currently titled MM Contract Special Fee (GBMM) screen, described and illustrated under MM Contract Special Fee (GBMM) Data Screen.</p>

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-13 MM Contract (GBPM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HOM Fee	7 numeric characters Format: ###,###.##	<p>Enter the fixed Held Off Market fee to be applied to HOM cases this period. The entry in this field is used to calculate the Held Off The Market fee to be applied beginning the month after all payments of the property management or vacant lot fees have been paid.</p> <p>This field is protected from updates if either the entry in the:</p> <ul style="list-style-type: none"> • <u>Co Type</u> field is <i>M</i> (contracts prior to 2004) • <u>Contract Expiration Date</u> field is earlier than or equal to the current system date <p>System-generated; based on the record selected in the <u>Next NAID</u>, <u>MM Contract Number</u>, and <u>Contract Area</u> fields.</p>
Custodial Fee	7 numeric characters Format: ###,###.##	<p>Enter the custodial monthly fee applied to custodial cases in this period. The entry in this field is applied to cases with a current fee status of CS (Custodial).</p> <p>This field can be changed in the <i>modify</i> mode if the entry in the <u>Co Type</u> field is <i>M</i> (contracts prior to 2004).</p> <p>This field is protected from updates if the entry in the <u>Contract Expiration Date</u> field is earlier than or equal to the current system date</p> <p>System-generated; based on the record selected in the <u>Next NAID</u>, <u>MM Contract Number</u>, and <u>Contract Area</u> fields.</p>
<p><i>To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.</i></p> <p>Result: <i>The system displays the successful completion message and:</i></p> <ul style="list-style-type: none"> • <i>In the add mode, creates the property manager (M&M) contract record</i> • <i>In the delete mode, removes the property manager (M&M) contract record</i> • <i>Add another property manager(M&M) contract</i> • <i>Update or delete an existing property manager(M&M) contract</i> • <i>Exit this screen</i> <p>. Press the <ENTER> key again to clear any message before attempting to either:</p> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

MM Contract Special Fee (GBMM) Data Screen

The MM Contract Special Fee (GBMM) data screen, illustrated in Figure 2-15, allows authorized HUD Headquarters and HOC users to establish or modify the New York Memorandum of Understanding (NY MOU) Occupied and Unoccupied fees.

Before You Begin

Gather this information prior to using MM Contract Special Fee (GBMM) screen:

- NAID
- M&M (PM) contract number
- HUD Office

S A M S			07/28/04		
SCREEN : QGBMM_		GBMM MM CONTRACT SPECIAL FEE QUERY		15:11:21 EST	
NEXT NAID: _____		MM CONTRACT NUMBER: _____			
CONTRACT AREA: _____					
NAID:		MM CONTRACT NUMBER:			
NAME:		CONTRACT AREA			
CONTRACT TYPE CODE:		CONTRACT EXPIRATION DATE:			
CONTRACT EFFECTIVE DATE:					
CONTRACT PERIOD	OCCUPIED FEE	UNOCCUPIED FEE	CONTRACT PERIOD	OCCUPIED FEE	UNOCCUPIED FEE
PROPERTY MANAGER NAID IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR					

Figure 2-16 MM Contract Special Fee (QGBMM) Query Screen

Data Screen Options

On the MM Contract Special Fee (GBMM) screen:

- To **locate (query)** an M&M contract, enter *QGBMM* in the Screen field and press the <F2> key.
- To **modify** M&M contract information for contracts with a contract type code of *P* (M&M contracts since 2004) enter *MGBMM* in the Screen field and press the <F2> key.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on Table 2-14 MM Contract Special Fee (GBMM) Procedure Table to modify or query M&M contract information::

Table 2-14 MM Contract Special Fee (GBMM) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the M&M NAID for the contract.
MM Contract Number	12 alphanumeric characters	[REQUIRED] Enter the M&M contract number.
Contract Area	2 alphanumeric characters	[REQUIRED] Enter the HUD office code.
		System-generated; if a HUD user profile is associated with the user ID provided at system login.
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here.		
NAID	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
MM Contract Number	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
Name	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
Contract Area	N/A	System-generated; based on the office associated with the user ID provided at system login.
Contract Type Code	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
Contract Effective Date	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
Contract Expiration Date	N/A	System-generated; based on the information entered in the <u>Next NAID</u> , <u>MM Contract Number</u> , and <u>Contract Area</u> selection fields.
Contract Period	N/A	System-generated; based on the entries in the <u>Contract Effect Date</u> and <u>Contract Expir Date</u> fields.
Occupied Fee	11 alphanumeric characters Format: \$###,###.##	Enter the eligible NY MOU Occupied fees applied to the period for cases where the <u>Special Program Fee</u> is <i>NYO</i> (NY MOU Occupied) on the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen in Chapter 3 – Case Management . This is an optional field..

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-14 MM Contract Special Fee (GBMM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Unoccupied Fee	11 alphanumeric characters Format:\$###,###.##	Enter the eligible NY MOU Unoccupied fees applied to the period for cases where the <u>Special Program Fee</u> is <i>NYU</i> (NY MOU Unoccupied) on the Case Definition (CMC1) screen, illustrated and described under Case Definition (CMC1) Screen in Chapter 3 – Case Management .
To commit the modifications entered on this screen, press the <ENTER> key. Result: <i>The system updates the record and displays a successful completion message. Press the <ENTER> key again to clear any messages before attempting to:</i> <ul style="list-style-type: none">• <i>Locate another record</i>• <i>Update an existing M&M contract record with a contract type of P (M&M contracts since 2004)</i>• <i>Exit this screen</i> Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Recertify Selling Broker (GBRC) Data Screen

The Recertify Selling Broker (GBRC) data screen, illustrated in Figure 2-17, allows authorized HOC Area staff to recertify or authorize a selling broker (with an established NAID and payee type of SB) to continue to conduct business with HUD past the initially approved time period. This task is completed by entering a future date in the Selling Broker Recertification Date field on the Recertify Selling Broker (GBRC) Screen.

Before You Begin

Gather this information prior to using the Recertify Selling Broker (GBRC) screen:

- The Selling Broker NAID
- The future date for recertification

```

S A M S                                01/16/04
SCREEN: QGBRC_      GBRC RECERTIFY SELLING BROKER QUERY  15:54:33 EST

NEXT NAID: _____

NAID
NAID NAME
BROKER NAME
SSN          FIN

SELLING BROKER CERTIFICATION DATE
SELLING BROKER RECERTIFICATION DATE
ENTER 'X' TO RECERTIFY SELLING BROKER:

NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

```

Figure 2-17 Recertify Selling Broker (GBRC) Screen

Data Screen Options

On the Recertify Selling Broker (GBRC) screen:

- To **locate (query)** a recertification record, enter QGBRC in the Screen field and press the <F2> key.
- To **modify** or extend a certification date, enter MGBRC in the Screen field and press the <F2> key.

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Procedure Table Follow the instructions on the Table 2-15 Recertify Selling Broker (GBRC) Procedure Table to identify or modify the deactivation date for a selling broker.

Table 2-15 Recertify Selling Broker (GBRC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID of the Selling Broker
Press the <F2> key.		
Result The system retrieves and displays the value of the field identified here.		
NAID	N/A	System-generated; based on the record selected in the <u>Next NAID</u> field..
NAID Name	N/A	System-generated; based on the record selected in the <u>Next NAID</u> field..
Broker Name		System-generated; name of the broker from the Payee Name and Address (GBNA) screen, illustrated and described under Payee Name and Address (GBNA) Data Screen , associated with the entry in the <u>Next NAID</u> field.
SSN	N/A	System-generated; if the broker has an individual record; display only.
FIN	N/A	System-generated; if the broker has an organization record; display only.
Selling Broker Certification Date		System-generated; based on the record selected in the <u>Next NAID</u> field
Selling Broker Recertification Date		System-generated; based on the record selected in the <u>Next NAID</u> field.
Enter 'X' to Recertify Selling Broker	1 character X	Enter an X and press the <ENTER> key to recertify the selling broker. Recertifying the broker adds 365 days to the current date and rolls forward to the next business day, if the date falls on a Saturday or Sunday. <i>Note:</i> The Selling Broker NAID status must be A (Active) to recertify the Selling Broker. <i>Note:</i> This field is not available in the query mode..

2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

Table 2-15 Recertify Selling Broker (GBRC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
<i>To commit the new recertification date, press the <ENTER> key.</i>		
Result: <i>The system displays the successful completion message. Press the <ENTER> key again to clear any message before attempting to either:</i> <ul style="list-style-type: none">• <i>Modify another re-certification date for another selling broker</i>• <i>Exit this screen</i>		
Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

2.3 Search for Valid NAIDs

Introduction	<p>This section identifies the screens that allow authorized personnel to search for information about vendors, contractors, and service providers who have valid payee NAIDs in SAMS.</p> <p>The global screens listed in the query screens section allow all authorized users who have valid SAMS IDs to search for information pertaining to payees, property managers (M&Ms), lessees and the various HUD offices.</p>																				
Search Tasks	<p>On these screens the user can locate information about a payee by individual or organization name; query a PM or repair contractor by city or name; and access information specific to other HUD HOC Areas by location.</p>																				
NAID Search Screens	<p>The primary function of the NAID search screens is to locate and display NAID information in various formats.</p>																				
<i>Query Screens</i>	<p>The query screens described in this section are:</p> <table><tr><td>List Name By Individual</td><td>LSIN</td></tr><tr><td>List Name By Business</td><td>LSBO</td></tr><tr><td>HUD Office Name Search.....</td><td>LSNA</td></tr><tr><td>HUD Office Name Search.....</td><td>LSVN</td></tr><tr><td>HUD Office City Search</td><td>LSVC</td></tr><tr><td>HUD Office Zip Search.....</td><td>LSVZ</td></tr><tr><td>Search for Repair Contractor.....</td><td>LSRC</td></tr><tr><td>Search for Property Manager</td><td>LSPM</td></tr><tr><td>NAID Search by Group 1</td><td>LSN1</td></tr><tr><td>NAID Search by Group 2.....</td><td>LSN2</td></tr></table>	List Name By Individual	LSIN	List Name By Business	LSBO	HUD Office Name Search.....	LSNA	HUD Office Name Search.....	LSVN	HUD Office City Search	LSVC	HUD Office Zip Search.....	LSVZ	Search for Repair Contractor.....	LSRC	Search for Property Manager	LSPM	NAID Search by Group 1	LSN1	NAID Search by Group 2.....	LSN2
List Name By Individual	LSIN																				
List Name By Business	LSBO																				
HUD Office Name Search.....	LSNA																				
HUD Office Name Search.....	LSVN																				
HUD Office City Search	LSVC																				
HUD Office Zip Search.....	LSVZ																				
Search for Repair Contractor.....	LSRC																				
Search for Property Manager	LSPM																				
NAID Search by Group 1	LSN1																				
NAID Search by Group 2.....	LSN2																				

2.3- Search for Valid NAIDs (continued)

Search Menu

The global definitions query or search screens are located on the Global Search submenu, illustrated in Figure 2-18. To access the SAMS Global Search Menu (LMGS) either:

- Select the *Global Search* option from the SAMS Data Base Search (LMSR) menu, described and illustrated in **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS**, and press the <ENTER> key
- Enter *LMGS* in the Screen field and press the <F2> key

S A M S	07/12/02
SCREEN: LMGS	08:06:59 EST
GLOBAL SEARCH MENU	
TYPE (X) TO SELECT	SCREEN TITLE
Q _	LSIN LIST NAME BY INDIVIDUAL
Q _	LSBO LIST NAME BY BUSINESS
Q _	LSNA NAID SEARCH BY NAID
Q _ P _	LSVN NAID SEARCH BY NAME
Q _	LSVC NAID SEARCH BY CITY
Q _	LSVZ NAID SEARCH BY ZIP CODE
Q _	LSRC SEARCH FOR REPAIR CONTRACTOR
Q _	LSPM SEARCH FOR PROPERTY MANAGER
T _ B _ G _ K _ S _ P _	LSN1 NAID SEARCH BY GROUP 1
G _ H _ V _ N _ T _	LSN2 NAID SEARCH BY GROUP 2
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU	

Figure 2-18 Global Search Menu (LMGS) Screen

2.3- Search for Valid NAIDs (continued)

Procedure Table Follow the instructions in Table 2-16 List Name by Individual (QLSIN) Procedure Table to search for an individual using an SSN:

Table 2-16 List Name by Individual (QLSIN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
SSN	11 alphanumeric characters	[REQUIRED] Enter the individual's social security number. <i>Note: The System automatically displays the SSN with dashes(-) inserted, if no dashes are entered.</i>
<i>Press the <F2> key.</i>		
<i>Result: The system retrieves and displays the available values for the fields identified here.</i>		
Opt	1 alphanumeric character Q = NAID Inquiry M = NAID Modify	Enter the desired option mode and press the <ENTER> key. Result: <i>The system automatically routes the user to the proper mode of the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, to view or modify data associated with the selected NAID.</i>
NAID	N/A	System-generated; based on the record selected in the <u>SSN</u> field.
Name	N/A	System-generated; based on the record selected in the <u>SSN</u> field.
Add SSN	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER> key to add the SSN, if it is missing. Except for lessee NAIDs, this field is only available to authorized Service Center personnel. Result: <i>The system automatically routes the user to the Individual Single Maint (GBIN) screen, described and illustrated under Individual Single Maint (GBIN) Data Screen, to add an SSN that does not currently exist in the system.</i>
Add More NAIDs	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER> key. Except for lessee NAIDs, this field is only available to authorized Service Center personnel. Result: <i>The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under Individual Single Maint (GBIN) Data Screen, to add another NAID to this SSN.</i>

The List Name by Business (LSBO) query screen, illustrated in Figure 2-20, allows all authorized HOC Area staff with valid SAMS IDs to search for the name of an organization doing business with HUD and its NAID, based on the Federal Employer Tax Identification Number (EIN) (formerly known as the Federal Tax Identification Number or EIN). Use this query screen to determine if a FIN/EIN already exists in SAMS or to identify all the NAIDs associated with the FIN/EIN.

It is possible for a FIN/EIN to have multiple NAIDs associated with it..

Before You Begin

- The FIN/EIN of the organization.

Figure 2-20 List Name by Business (QLSBO) Screen

- To **locate (query)** a record for an organization using a FIN/EIN, enter *QLSBO* in the Screen field and press the <F2> key.

2.3- Search for Valid NAIDs (continued)

Procedure Table Follow the instructions on Table 2-17 List Name by Business (LSBO) Procedure Table to search for a NAID and business name using the FIN/EIN:

Table 2-17 List Name by Business (LSBO) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
FIN	10 alphanumeric characters	[REQUIRED] Enter the business Federal Identification Number. <i>Note: System automatically displays the FIN/EIN with a dash (-) inserted, if only numbers are entered.</i>
Press the <F2> key.		
<i>Result: SAMS retrieves and displays the available values of the fields identified.</i>		
Opt	1 alphanumeric character Q = NAID Inquiry M = NAID Modify	Enter the desired option mode and press the <ENTER> key. <i>Result: The system automatically routes the user to the proper mode of the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, to view or modify data pertaining to this NAID.</i>
NAID	N/A	System-generated; based on the record selected in the <u>FIN</u> field.
Name	N/A	System-generated; based on the record selected in the <u>FIN</u> field.
Add FIN	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER> key to add the FIN/EIN, if it is missing. Except for lessee NAIDs, this field is available only to authorized Service Center personnel. <i>Result: The system automatically routes the user to the Business Organization Single Maintenance (DSAE) screen, described and illustrated under Business, to add a FIN/EIN record in SAMS and initiate the add NAID process.</i>

2.3 - Search for Valid NAIDs (continued)

Table 2-17 List Name by Business (LSBO) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Add More NAIDs	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER>. Except for lessee NAIDs, this field is available only to authorized Service Center personnel. <i>Result: The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under Payee Name and Address (GBNA) Data Screen, to add another NAID to this FIN/EIN.</i>

The HUD Office Name Search (LSNA) query screen, illustrated in Figure 2-21, allows all authorized personnel with valid SAMS IDs to search for the name and address of an individual, organization, legal entity, business, or payee in SAMS that has been assigned a NAID. This is useful if the user wants to either:

- Gather this information prior to using the HUD Office Name Search (LSNA) screen:

- ```

S A M S 07/12/02
SCREEN: QLSNA_ LSNA HUD OFFICE NAME SEARCH QUERY 08:09:17 EST

HUD OFFICE: _ NAID: _____

 NAME
 ADDRESS

 OPT NAID

HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

```

On the HUD Office Name Search (LSNA) screen:

- SAMS User's Guide, Ver. 7.5



## 2.3 - Search for Valid NAIDs (continued)

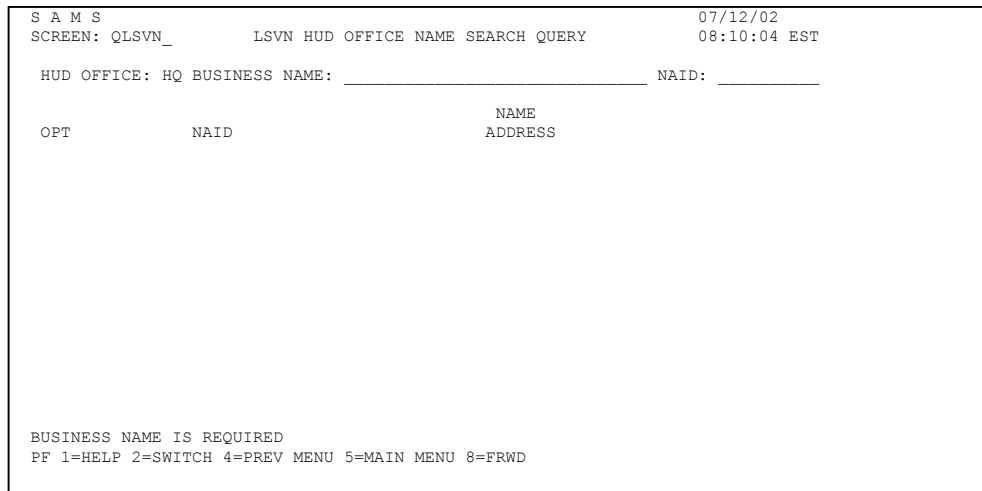
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*Procedure Table* Follow the instructions in Table 2-18 HUD Office Name Search (LSNA) Procedure Table how to search for a NAID using a HUD office code.

**Table 2-18 HUD Office Name Search (LSNA) Procedure Table**

| DATA FIELD                                                                                                   | VALID ENTRIES               | DESCRIPTION                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                   | 2 alphanumeric characters   | <b>[REQUIRED]</b> If the user has an HQ user profile, enter the HUD office code.                                                                                                                                                                                                                           |
| NAID                                                                                                         | 10 alphanumeric characters  | Enter the NAID of the individual or organization.                                                                                                                                                                                                                                                          |
| <i>Press the &lt;F2&gt; key.</i>                                                                             |                             |                                                                                                                                                                                                                                                                                                            |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i> |                             |                                                                                                                                                                                                                                                                                                            |
| Opt                                                                                                          | 1 alphabetic character<br>X | Enter an <i>X</i> and press the <ENTER> key.<br><br><b>Result:</b> <i>The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under <b>Payee Name and Address (GBNA) Data Screen</b>, to view additional information about the displayed NAID.</i> |
| NAID                                                                                                         | N/A                         | System-generated; based on search criteria entered in the <u>HUD Office</u> and <u>NAID</u> fields.                                                                                                                                                                                                        |
| Name / Address                                                                                               | N/A                         | System-generated; based on search criteria entered in the <u>HUD Office</u> and <u>NAID</u> field.                                                                                                                                                                                                         |

- HUD office code (required)
- Name (optional)
- NAID (optional)



**Figure 2-22 HUD Office Name Search (QLSVN) Screen**

On the HUD Office Name Search (LSVN) screen:

- For **HOC Area staff**, to **locate (query)** a name and address record in the assigned area, enter *QLSVN* in the Screen field and press the <F2> key.
- For **Headquarters and Service Center personnel**, to **locate (query)** a name and address record, enter *PLSVN* in the Screen field and press the <F2> key.

## 2.3 - Search for Valid NAIDs (continued)

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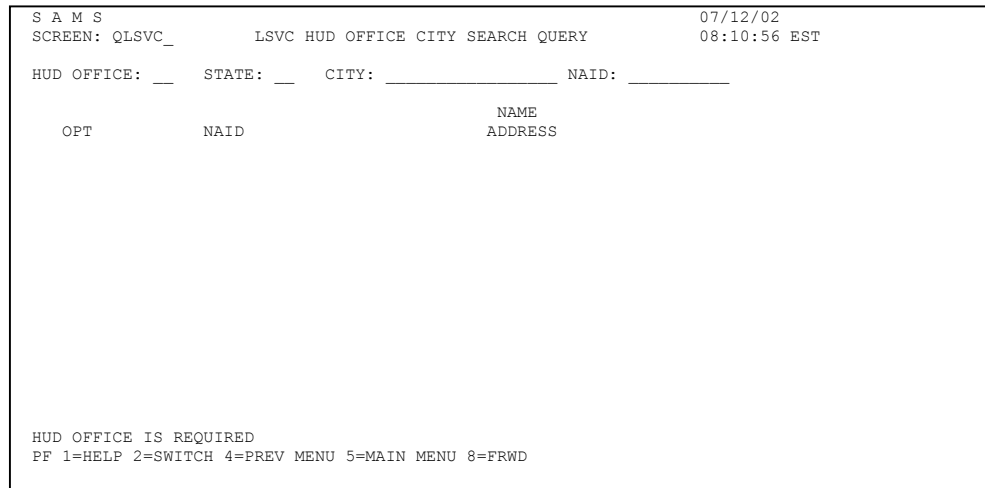
*Procedure Table* Follow the instructions in Table 2-19 HUD Office Name Search (LSVN) Procedure Table to search for a name and address using the desired HUD office code:

**Table 2-19 HUD Office Name Search (LSVN) Procedure Table**

| DATA FIELD                                                                                                   | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                   | 2 alphanumeric characters          | <b>[REQUIRED]</b> Enter the HUD office code.                                                                                                                                                                                                                                                                                                         |
| Name                                                                                                         | 40 alphanumeric characters         | Enter the name of the individual or organization.                                                                                                                                                                                                                                                                                                    |
| NAID                                                                                                         | 10 alphanumeric characters         | Enter the NAID.                                                                                                                                                                                                                                                                                                                                      |
| Press the <F2> key.                                                                                          |                                    |                                                                                                                                                                                                                                                                                                                                                      |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i> |                                    |                                                                                                                                                                                                                                                                                                                                                      |
| Opt                                                                                                          | 1 alphabetic character<br><b>X</b> | Enter an <b>X</b> to select a NAID (name and address record) and press the <ENTER> key.<br><br><b>Result:</b> <i>The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under <b>Payee Name and Address (GBNA) Data Screen</b>, to view additional information about the selected NAID.</i> |
| NAID                                                                                                         | N/A                                | System-generated; based on query criteria entered in the <u>HUD Office Name</u> , and <u>NAID</u> fields.                                                                                                                                                                                                                                            |
| Name / Address                                                                                               | N/A                                | System-generated; based on query criteria entered in the <u>HUD Office Name</u> , and <u>NAID</u> fields.                                                                                                                                                                                                                                            |

---

- HUD office code (required)
- State code (optional)
- City name (optional)
- NAID (optional)



**Figure 2-23 HUD Office City Search (QLSVC) Screen**

On the HUD Office City Search (LSVC) screen:

- To **locate (query)** a name and address record by city and state, enter *QLSVC* in the Screen field and press the <F2> key.

## 2.3 - Search for Valid NAIDs (continued)

---

*Procedure Table* Follow the instruction on Table 2-20 HUD Office City Search (LSVC) Procedure Table to search for a name and address using the HUD office code:

**Table 2-20 HUD Office City Search (LSVC) Procedure Table**

| DATA FIELD                                                                                                  | VALID ENTRIES                      | DESCRIPTION                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                  | 2 alphanumeric characters          | <b>[REQUIRED]</b> If the user has an HQ user profile, enter the HUD office code.                                                                                                                                                                                                                       |
| State                                                                                                       | 2 alphabetic characters            | Enter the state code, if known.                                                                                                                                                                                                                                                                        |
| City                                                                                                        | 17 alphanumeric characters         | Enter the name of the city, if known.                                                                                                                                                                                                                                                                  |
| NAID                                                                                                        | 10 alphanumeric characters         | Enter the NAID, if known.                                                                                                                                                                                                                                                                              |
| Press the <F2> key.                                                                                         |                                    |                                                                                                                                                                                                                                                                                                        |
| <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i> |                                    |                                                                                                                                                                                                                                                                                                        |
| Opt                                                                                                         | 1 alphabetic character<br><b>X</b> | Enter an <i>X</i> and press the <ENTER> key.<br><br><b>Result:</b> <i>The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under <b>Payee Name and Address (GBNA) Data Screen</b>, to view additional information on the selected NAID.</i> |
| NAID                                                                                                        | N/A                                | System-generated; based on query criteria entered in the <u>HUD Office</u> , <u>State</u> , <u>City</u> , and <u>NAID</u> fields.                                                                                                                                                                      |
| Name / Address                                                                                              | N/A                                | System-generated; based on query criteria entered in the <u>HUD Office</u> , <u>State</u> , <u>City</u> , and <u>NAID</u> fields.                                                                                                                                                                      |

## Before You Begin

The HUD Office Zip Search (LSVZ) query screen, illustrated in Figure 2-24 allows all authorized HOC Area staff with valid SAMS IDs to search for a name and address record in SAMS using a HUD office code, zip code, and NAID.

Gather this information prior to using the HUD Office Zip Search (LSVZ) screen:

- HUD office code (required)
- Zip code (optional)
- NAID (optional)

```

S A M S 07/12/02
SCREEN: QLSVZ_ LSVZ HUD OFFICE ZIP SEARCH QUERY 08:11:48 EST

HUD OFFICE: __ ZIP: ____ ____ NAID: _____

 NAME
 ADDRESS

 OPT NAID

HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

```

### Figure 2-24 HUD Office Zip Search (LSVZ) Screen

### Query Screen Options

On the HUD Office Zip Search (LSVZ) screen:

- To **locate (query)** a name and address record using a ZIP code, enter *QLSVZ* in the Screen field and press the <F2> key.

## 2.3 - Search for Valid NAIDs (continued)

---

*Procedure Table* Follow the instructions on Table 2-21 HUD Office Zip Search (LSVZ) Procedure Table to search for a name and address using a HUD office code:

**Table 2-21 HUD Office Zip Search (LSVZ) Procedure Table**

| DATA FIELD                                                                                            | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                            | 2 alphanumeric characters  | <b>[REQUIRED]</b> If the user has an HQ profile, enter the HUD office code.                                                                                                                                                                                                                      |
| Zip                                                                                                   | 9 alphanumeric characters  | Enter the ZIP code, if known.                                                                                                                                                                                                                                                                    |
| NAID                                                                                                  | 10 alphanumeric characters | Enter the NAID, if known.                                                                                                                                                                                                                                                                        |
| Press the <F2> key.                                                                                   |                            |                                                                                                                                                                                                                                                                                                  |
| <b>Result:</b> The system retrieves and displays the available values for the fields identified here. |                            |                                                                                                                                                                                                                                                                                                  |
| Opt                                                                                                   | 1 alphanumeric character   | Enter an <i>X</i> and press the <ENTER> key.<br><br><b>Result:</b> The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under <b>Payee Name and Address (GBNA) Data Screen</b> , to view additional information on the selected NAID. |
| NAID                                                                                                  | N/A                        | System-generated; based on query criteria entered in the <u>HUD Office</u> , <u>ZIP</u> , and <u>NAID</u> fields.                                                                                                                                                                                |
| Name / Address                                                                                        | N/A                        | System-generated; based on query criteria entered in the <u>HUD Office</u> , <u>ZIP</u> , and <u>NAID</u> fields.                                                                                                                                                                                |

## 2.3- Search for Valid NAIDs (continued)

---

### Search for Repair Contractor (LSRC) Query Screen

#### *Before You Begin*

The Search for Repair Contractor (LSRC) query screen, illustrated in Figure 2-25, allows all authorized personnel with valid SAMS IDs to locate a trade service NAID record using a HUD office code and a trade code. The user can also search by HUD office code and the name of the repair contractor. This screen is useful in finding all of the trade codes associated with a trade service.

Gather this information prior to using the Search for Repair Contractor (LSRC) screen:

- HUD office code (required)
- Trade code (optional)
- Contractor name (optional)

|                                                          |      |               |     |
|----------------------------------------------------------|------|---------------|-----|
| S A M S                                                  |      | 07/12/02      |     |
| SCREEN: QLSRC_                                           |      | 08:12:50 EST  |     |
| LSRC SEARCH FOR REPAIR CONTRACTOR QUERY                  |      |               |     |
| NEXT HUD OFFICE: _                                       |      | TRADE CODE: _ |     |
| NAME: _____                                              |      | NAID: _____   |     |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| TRADE                                                    | NAME |               |     |
|                                                          | CITY | STATE         | ZIP |
| HUD OFFICE IS REQUIRED                                   |      |               |     |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD |      |               |     |

**Figure 2-25 Search for Repair Contractor (LSRC) Screen**

#### *Query Screen Options*

On the HUD Office Zip Search (QLSV2) screen:

- To **locate (query)** a repair contractor record, enter QLSRC in the Screen field and press the <F2> key.



## 2.3 - Search for Valid NAIDs (continued)

---

*Procedure Table* Follow the instructions on Table 2-22 Search for Repair Contractor (LSRC) Procedure Table to locate a repair contract record.

**Table 2-22 Search for Repair Contractor (LSRC) Procedure Table**

| DATA FIELD      | VALID ENTRIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DESCRIPTION                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Next HUD Office | 2 alphanumeric characters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>[REQUIRED]</b> If the user has an HQ profile, enter the HUD office code. |
| Trade Code      | 2 alphanumeric characters<br>2 alphabetic characters<br><b>AD</b> = Advertising<br><b>AL</b> = Appliances<br><b>AP</b> = Appraisal<br><b>BL</b> = Building Supp.<br><b>BR</b> = Board-Up<br><b>CD</b> = Clean-up<br>Debris<br><b>CR</b> = Carpeting<br><b>DF</b> = Defective Paint<br><b>DM</b> = Demolition<br><b>EL</b> = Electrical<br><b>EV</b> = Evictions<br><b>FL</b> = Fuel Oil<br><b>GL</b> = Glass/Windows<br><b>GN</b> = Gen. Repairs<br><b>HT</b> = Heating/Air<br><b>LK</b> = Lock Changes<br><b>LN</b> = Lead Based<br>Paint<br><b>MA</b> = Masonry<br><b>ML</b> = Mult. List Serv.<br><b>OT</b> = Misc./Other<br><b>PK</b> = Packing Serv.<br><b>PL</b> = Plumbing<br><b>PN</b> = Painting<br><b>PT</b> = Printing<br><b>RF</b> = Roofing<br><b>SG</b> = Sales Signs<br><b>SS</b> = System Checks<br><b>SW</b> = Snow Removal<br><b>SY</b> = Surveying<br><b>TR</b> = Termite Insp.<br><b>UT</b> = Utilities<br><b>WN</b> = Winterizing<br><b>YR</b> = Yard Maint. | Enter the trade code, if desired.                                           |

## 2.3- Search for Valid NAIDs (continued)

---

**Table 2-22 Search for Repair Contractor (LSRC) Procedure Table, continued**

| DATA FIELD                                                                                                   | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                                                         | 40 alphanumeric characters | Enter the contractor name, if known.                                                                                                                                       |
| NAID                                                                                                         | 10 alphanumeric characters | Enter the NAID, if known.                                                                                                                                                  |
| <i>Press the &lt;F2&gt; key.</i>                                                                             |                            |                                                                                                                                                                            |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i> |                            |                                                                                                                                                                            |
| Trade                                                                                                        | N/A                        | System-generated; trade code and description based on the query criteria entered in the <u>Next HUD Office</u> , <u>Trade Code</u> , <u>Name</u> , and <u>NAID</u> fields. |
| Name                                                                                                         | N/A                        | System-generated; organization name based on the query criteria entered in the <u>Next HUD Office</u> , <u>Trade Code</u> , <u>Name</u> , and <u>NAID</u> fields.          |
| City                                                                                                         | N/A                        | System-generated; organization location based on the query criteria entered in the <u>Next HUD Office</u> , <u>Trade Code</u> , <u>Name</u> , and <u>NAID</u> fields.      |
| State                                                                                                        | N/A                        | System-generated; organization location based on the query criteria entered in the <u>Next HUD Office</u> , <u>Trade Code</u> , <u>Name</u> , and <u>NAID</u> fields.      |
| Zip                                                                                                          | N/A                        | System-generated; organization location based on the query criteria entered in the <u>Next HUD Office</u> , <u>Trade Code</u> , <u>Name</u> , and <u>NAID</u> fields.      |

---



## 2.3- Search for Valid NAIDs (continued)

---

*Procedure Table* Follow the instructions in Table 2-23 Search for Property Manager (LSPM)  
Procedure Table to search for a Property Manager (M&M) using a HUD office code:

**Table 2-23 Search for Property Manager (LSPM) Procedure Table**

| DATA FIELD                                                                                                   | VALID ENTRIES              | DESCRIPTION                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office                                                                                                   | 2 alphanumeric characters  | <b>[REQUIRED]</b> Enter the HUD office code.                                                                                                                       |
| Manager Name                                                                                                 | 40 alphanumeric characters | Enter the property manager name, if known.                                                                                                                         |
| Contract Number                                                                                              | 12 alphanumeric characters | Enter the property manager contract number, if known.                                                                                                              |
| <i>Press the &lt;F2&gt; key.</i>                                                                             |                            |                                                                                                                                                                    |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i> |                            |                                                                                                                                                                    |
| Property Manager Name                                                                                        | N/A                        | System-generated; name of the property manager based on query criteria entered in the <u>HUD Office</u> , <u>Manager Name</u> , and <u>Contract Number</u> fields. |
| Contract Number                                                                                              | N/A                        | System-generated; contract number based on query criteria entered in the <u>HUD Office</u> , <u>Manager Name</u> , and <u>Contract Number</u> fields.              |
| Contract Effective Date                                                                                      | N/A                        | System-generated; based on query criteria entered in the <u>HUD Office</u> , <u>Manager Name</u> , and <u>Contract Number</u> fields.                              |

## NAID Search By Group 1 (LSN1) 2 (LSN2) Query Screens

The NAID Search By Group 1 (LSN1) and NAID Search by Group 2 (LSN2) query search screens enable **all authorized personnel with valid SAMS IDs** to identify all of the different types of payees associated with a NAID. Valid payee types are either a trade service (*TS*), selling broker (*SB*), closing agent (*CA*), property manager (*PM*), lessee (*LE*), appraiser (*AP*), housing authority (*HA*), tax authority (*TA*), government (*GT*), non-vendor (*NB*), or non-profit (*NP*) group.

### Note

The payee type and mode chosen to access this screen predetermines the type of search utilized. Refer to the **Query Screen Options** subsection for a list of search available. .

## Before You Begin

Gather this information prior to using the NAID Search by Group 1 or 2 (LSN1) (LSN2) screens:

- Name or at least the first two or three letters of the payee's name (required)
- NAID (optional)

```

S A M S 07/12/02
SCREEN: PLSN1_ LSN1 NAID SEARCH BY GROUP 1 PM 08:14:22 EST

NEXT NAME: _____ NAID: _____

SEL NAME FIN SSN NAID

PLACE 'X' ON SELECTED FIELD TO GO TO THE GBNA SCREEN

NAME IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR

```

**Figure 2-27 NAID Search by Group 1 (PLSN1) Screen**

## 2.3- Search for Valid NAIDs (continued)

---

### *Query Screen Options*

On the NAID Search by Group 1 or 2 (LSN1, LSN2), to search for a:

- **Repair contractor**, enter *TLSN1* in the Screen field and press the <F2> key.
- **Selling broker**, enter *BLSN1* in the Screen field and press the <F2> key.
- **Appraiser**, enter *GLSN1* in the Screen field and press the <F2> key.
- **Lessee**, enter *KLSN1* in the Screen field and press the <F2> key.
- **Closing agent**, enter *SLSN1* in the Screen field and press the <F2> key.
- **Property Manager (M&M)**, enter *PLSN1* in the Screen field and press the <F2> key.
- **Government**, enter *GLSN2* in the Screen field and press the <F2> key.
- **Housing authority**, enter *HLSN2* in the Screen field and press the <F2> key.
- **Non-vendor**, enter *VLSN2* in the Screen field and press the <F2> key.
- **Non-profit group**, enter *NLSN2* in the Screen field and press the <F2> key.
- **Tax authority**, enter *TLSN2* in the Screen field and press the <F2> key.

### *Procedure Table*

Follow the instructions in the Table 2-24 NAID Search by Group 1 (LSN1) Procedure Table to search for a group 1 payee using the name of the individual or organization:

#### **NOTE**

The procedures for locating a group 2 payee using the name of the individual or organization are the same as for a group 1 payee.

## 2.3 - Search for Valid NAIDs (continued)

---

**Table 2-24 NAID Search by Group 1 (LSN1) Procedure Table**

| DATA FIELD                                                                                           | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Name                                                                                            | 40 alphanumeric characters | <b>[REQUIRED]</b> Enter the name of the payee.<br><br><i><b>Note</b> It is not necessary to enter the full name in this field. The system searches based on the data entered. Enter the first few characters of the name.</i>                                                                               |
| NAID                                                                                                 | 10 alphanumeric characters | Enter the NAID, if known.                                                                                                                                                                                                                                                                                   |
| Press the <F2> key.                                                                                  |                            |                                                                                                                                                                                                                                                                                                             |
| <i><b>Result:</b> SAMS returns and displays the available values for the fields identified here.</i> |                            |                                                                                                                                                                                                                                                                                                             |
| Sel                                                                                                  | 1 alphabetic character X   | Enter an X and press the <ENTER> key.<br><br><i><b>Result:</b> The system automatically routes the user to the Payee Name and Address (GBNA) screen, described and illustrated under <b>Payee Name and Address (GBNA) Data Screen</b>, and displays data about the selected individual or organization.</i> |
| Name                                                                                                 | N/A                        | System-generated; organization name based on the query criteria entered in the <u>Next Name</u> and <u>NAID</u> fields.                                                                                                                                                                                     |
| FIN                                                                                                  | N/A                        | System-generated; based on query criteria entered in the <u>Next Name</u> and <u>NAID</u> fields. This field will be blank if an entry displays in the SSN field.                                                                                                                                           |
| SSN                                                                                                  | N/A                        | System-generated; based on query criteria entered in the <u>Next Name</u> and <u>NAID</u> fields. This field will be blank if an entry displays in the FIN field.                                                                                                                                           |
| NAID                                                                                                 | N/A                        | System-generated; based on query criteria entered in the <u>Next Name</u> and <u>NAID</u> fields.                                                                                                                                                                                                           |





## 2.4 Case Management, Accounting, and SAMS Codes

### Introduction

This section briefly describes the tasks that allow authorized personnel to maintain Case Management, Accounting, and SAMS codes or values and their corresponding descriptions for data stored in SAMS.

These standardized lists of codes and values include Fund Code, Section-Of-The-Act, Post Code, Heating Type, and Fee Status Code. There are over 100 summary maintenance codes that require their own definition tables in SAMS. These codes and values enable the user to either:

- Efficiently find related types of data
- Distinguish different types of data stored in the SAMS database
- Limit or restrict the use of data stored and subsequently used by SAMS

#### Note

Access for adding, updating, and deleting codes and values is restricted to the authorized personnel responsible for the accuracy and completeness of the codes and values in each case management, accounting, and system-related functions.

### Code Maintenance Tasks

Established at the inception of SAMS, the code tables are used daily for maintaining consistency in performing activities and in storing, retrieving, and presenting data in the Case Management and Accounting processes. This part of the Global Definitions component primarily contains tables of standard codes and their textual definitions (such as post codes, fund codes, and state codes) used by all of the components of SAMS including data screens and reports. The basic code maintenance tasks begin with the definition of the code record and ends with the deactivation of the record. The processing tasks covered in this section are:

**Task 1:** Define Code and Descriptive Information.

**Task 2:** Link Code Record to Associated Codes.

**Task 3:** Activate Code.

**Task 4:** Maintain Codes.

**Task 5:** Deactivate Code

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

---

### *Task 1: Define Code*

Once the need for a code has been defined, a code record must be established. The first step in the process is to locate the table where the code is maintained. SAMS code tables are divided into five (5) categories: Accounting, Disbursements, Case Management, Security, Global. Each code table category has its own SAMS menu. A list of code table maintenance screens with a brief description of the information maintained through each screen and the category menu from which the screen is accessed, is provided in Table 2-25.

After accessing the appropriate code table the user has the option of inserting a code in a specific point in the code listing or adding the code to the end of the table.

**Table 2-25 Code Table Maintenance Screens**

| <b>Screen Title</b>       | <b>Category/Menu</b> | <b>Screen ID</b> | <b>Information Maintained</b>                                                                                                                                                                            |
|---------------------------|----------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account ID by Acctg Event | Accounting LMTA      | SMID             | Accounting Event, Post Code, Acquisition Type, Description, Chart of Account ID (e.g., Accounting Event AD for Post Code AD for Acquisition Type A=Acquired Property for Chart of Account ID=15-1504-10) |
| Account ID by Acq Type    | Accounting LMTA      | SMIE             | Acquisition Type, Description, Accounting Event, Post Code, Chart of Account ID (A=Acquired Property for Accounting Event AD, Post Code AD and Chart of Account ID = 15-1504-10)                         |
| Accounting Event          | Accounting LMTA      | SMAA             | Accounting Event and Description (e.g., AD= Billing Adjustments, AL= Allocation-Collection, CT=Change Acquisition Type)                                                                                  |
| Accrual Man Tran Type     | Accounting LMTA      | SMLS             | Transaction Type, Description (AL=Allowance for Loss, MS=Miscellaneous Claims, M4=Sales Accruals)                                                                                                        |
| Acquisition Type          | Accounting LMTA      | SMAB             | Acquisition Type and Description (e.g., A=Acquired Property, R=Repossession, 3=312)                                                                                                                      |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

---

**Table 2-25 Code Table Maintenance Screens, continued**

| <b>Screen Title</b>       | <b>Category/Menu</b>                      | <b>Screen ID</b> | <b>Information Maintained</b>                                                                 |
|---------------------------|-------------------------------------------|------------------|-----------------------------------------------------------------------------------------------|
| Area Security Maintenance | Security LMST                             | SMHO             | HUD Employee Login ID and name, job function code, HOC area identifier and name               |
| Authorized Employee       | Security LMST                             | SMAH             | HUD Employee name, telephone number, job FCN code, and HOC area                               |
| Chart of Accounts         | Accounting LMTA<br>Tenant Management LMTT | SMAO             | Described and illustrated in <b>Section 2.4 - Case Management, Accounting, and SAMS Codes</b> |
| Claim Error Code          | Case Management Property LMPC             | SMER             | A43C Error Code, Error Description, Status, Status Date                                       |
| Clsng Exten Reason Code   | Case Management Disposition & Sales LED   | SMAP             | Extension Reason Code, Description                                                            |
| Contract Competition Type | Disbursements LET                         | PACT             | Competition type and description                                                              |
| Country                   | Case Management Geography LIGHT           | SMAR             | State, County Code, Name                                                                      |
| Direct Sales Type         | Case Management Disposition & Sales LED   | SMAV             | Direct Sales Type, Description                                                                |
| Disp Prog Sales Type      | Case Management Appraisal LMAT            | SMAY             | Disposition Program Sales Type, Description                                                   |
| Disp Prog Sales Type      | Case Management Disposition & Sales LMDC  | SMAY             | Disposition Program Sales Type, Description                                                   |
| Disp Prog Sales Type      | Case Management Disposition LMDT          | SMAY             | Disposition Program Sales Type, Description                                                   |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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**Table 2-25 Code Table Maintenance Screens, continued**

| <b>Screen Title</b>               | <b>Category/Menu</b>                     | <b>Screen ID</b> | <b>Information Maintained</b>                                                                 |
|-----------------------------------|------------------------------------------|------------------|-----------------------------------------------------------------------------------------------|
| Eviction Reason Code              | Case Management Disposition & Sales LMDC | SMAC             | Advertising Code, Description                                                                 |
| Eviction Reason Maintenance       | Case Management Tenant Management LMTT   | SMA0             | Eviction Reason Code, Description                                                             |
| Eviction Status Maintenance       | Case Management Tenant Management LMTT   | SMA1             | Eviction Status, Description                                                                  |
| Exterior Type                     | Case Management Appraisal LMAT           | SMA2             | Exterior Type Code, Description                                                               |
| Extra Amenity Type                | Case Management Appraisal LMAT           | SMAX             | Amenity Type Code, Description                                                                |
| Fee Status Code                   | Case Management Property LMPC            | SMA5             | Fee Status Code, Description                                                                  |
| Field Office Security Maintenance | Security LMST                            | SMFO             | Login ID, current HOC area, new HOC area, HOC area identifier and name                        |
| Financial Institution             | Accounting LMTA                          | SMAK             | ABA Number, Financial Institution, City, State                                                |
| Form                              | Global LMTG                              | SMA7             | Form Code, Form Description, Form Usage                                                       |
| Foundation Type                   | Case Management Appraisal LMAT           | SMA6             | Foundation Type Code, Description                                                             |
| Fund Code                         | Accounting LMTA                          | SMA8             | Fund Code ID and Description (e.g., FG93= General Insurance, FM95= Mutual Mortgage Insurance) |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

---

**Table 2-25 Code Table Maintenance Screens, continued**

| <b>Screen Title</b>                  | <b>Category/Menu</b>                     | <b>Screen ID</b> | <b>Information Maintained</b>                                                                                                                       |
|--------------------------------------|------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Heating Type                         | Case Management Appraisal LMAT           | SMBB             | Heating Type Code, Description                                                                                                                      |
| Held Off the Market Code Maintenance | Case Management Disposition & Sales LMDC | SMBA             | Held Off Market Code, Description, Appraisal Required                                                                                               |
| HOC Area Query Screen                | Global LPMGL                             | GHAR             | Area ID, Area Name, HOC ID                                                                                                                          |
| Home Ownership                       | Global LPMGL                             | GHOC             | HOC ID, HOC Name, Address, Phone                                                                                                                    |
| HUD Holiday                          | Global LMTG                              | SMB2             | Date, HUD Holiday/Non Business Day                                                                                                                  |
| HUD Ofc Case Prefix                  | Global LMTG                              | SMBC             | HUD Office Code, Case HUD Office Prefix                                                                                                             |
| HUD Office Fund                      | Accounting LMTA                          | SMEW             | HUD Office, Fund Code, Description, HUD Office Pseudo Case (HUD Office OA with Fund Code G=General Insurance with HUD Office Pseudo Case=561GFUNDZ) |
| HUD Office Information               | Global LPMGL                             | GBEP             | Described and illustrated in <b>Section 2.4 - Case Management, Accounting, and SAMS Codes</b>                                                       |
| IIF Failure Reason                   | Case Management Property LMPC            | SMBK             | Case Number, Failure Reason, Failure Date, Passed Date                                                                                              |
| Insurance Termination Reason         | Case Management Property LMPC            | SMBF             | Sales Incentive Class Code, Description                                                                                                             |
| Interface Type Code                  | Accounting LMTA                          | SMF4             | Batch Interface Type Code, Description (A4=A43 Claims, DD=Direct Disbursement)                                                                      |
| Job Function                         | Security LMST                            | SMBG             | Job Function Code identifier and description                                                                                                        |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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**Table 2-25 Code Table Maintenance Screens, continued**

| <b>Screen Title</b>      | <b>Category/Menu</b>                         | <b>Screen ID</b> | <b>Information Maintained</b>                                                                                                                     |
|--------------------------|----------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Lease Reason Maintenance | Case Management<br>Tenant Management<br>LMTT | SMBQ             | Lease Reason Type, Description                                                                                                                    |
| Lease Type Maintenance   | Case Management<br>Tenant Management<br>LMTT | SMBO             | Lease Type, Description                                                                                                                           |
| Lease Type Maintenance   | Case Management<br>Appraisal<br>LMAT         | SMB0             | Lease Type, Description                                                                                                                           |
| Locality                 | Case Management<br>Geography<br>LMGT         | SMAQ             | State Code, Place Code, Locality Name                                                                                                             |
| Minority Status          | Global<br>LMTG                               | SMBT             | Minority Code, Description                                                                                                                        |
| Misc Claims Reason Code  | Accounting<br>LMTA                           | MCRC             | Reason Code and Description (e.g., 101= Damaged Property, 102= Duplicate Payment 10, 400=Miscellaneous)                                           |
| Misc Claims Status Code  | Accounting<br>LMTA                           | MCCD             | Status Code ID and Description (e.g., L1 = Invalid Case Number, L2 = Fund Code Mismatch)                                                          |
| Non Access Reason        | Case Management<br>Appraisal<br>LMAT         | SMBW             | Non Access Reason Code, Description                                                                                                               |
| Post Code                | Accounting<br>LMTA                           | SMBY             | Post Code, Description, Allocation Flag, Cash/Non-Cash flag (Post Code AA Archived Case – Disbursement with Allocation Flag=Y and Cas/Non-Cash=N) |
| Post Code Acctg Event    | Accounting<br>LMTA                           | SMB1             | Link Post Code to an Accounting Event Code                                                                                                        |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

**Table 2-25 Code Table Maintenance Screens, continued**

| Screen Title                | Category/Menu                            | Screen ID | Information Maintained                                                                                                                                                                 |
|-----------------------------|------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Status          | Disbursements LMTD                       | PCSC      | Procurement status code and description                                                                                                                                                |
| Procurement Type            | Disbursements LMTD                       | PCPT      | Procurement type code and description                                                                                                                                                  |
| Property Remark Source      | Case Management Property LMPC            | SMB9      | Property Remark Source Code, Description                                                                                                                                               |
| Residential Area            | Case Management Property LMPC            | SMCF      | HUD Office Code, Residential Area Code, Description                                                                                                                                    |
| Sales Cancellation Code     | Case Management Disposition & Sales LMDC | SMCJ      | Sales Cancellation Reason Code, Description                                                                                                                                            |
| Sales Incentive Class       | Case Management Disposition & Sales LMDC | SMIC      | Sales Incentive Class Code, Description                                                                                                                                                |
| Sales Incentive Code        | Case Management Disposition & Sales LMDC | SMIN      | Sales Incentive Code, Sales Incentive Class, Description                                                                                                                               |
| Sales Incentive Maintenance | Case Management Disposition & Sales LMDC | SMSI      | Contract Area HUD Office, Sales Incentive Code, Class, Maximum Inc Amount, Effective Date, Expiration Date, All Cases                                                                  |
| Sales Package Error Maint   | Case Management Disposition & Sales LMDC | SMPE      | Package Error Code, Package Error Description                                                                                                                                          |
| Section of the Act          | Accounting LMTA                          | SMCM      | Fund Code, Description, Section of the Act Code, Description, Effective Date (Fund Code FG92 General Insurance with Section of the Act 008 Outlying Areas and Effective Date 02/02/92) |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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**Table 2-25 Code Table Maintenance Screens, continued**

| Screen Title                                  | Category/Menu                       | Screen ID | Information Maintained                                                                                                                                                               |
|-----------------------------------------------|-------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subledger Code                                | Accounting<br>LMTA                  | SMLT      | Subledger Code, Subledger Description (e.g., BL=Billing, GN=General)                                                                                                                 |
| Summary Maintenance or Code Maintenance Table | Case Management Appraisal<br>LMAT   | SMCB      | Property Design Code, Description                                                                                                                                                    |
| Tax Type                                      | Disbursements<br>LMTD               | TXTY      | Tax type identifier and description                                                                                                                                                  |
| Title Extension Reason                        | Case Management Disposition<br>LMDT | SMCU      | Title Extension Reason Code, Description                                                                                                                                             |
| Trade Category                                | Global<br>LMTG                      | SMCV      | Trade Code, Description                                                                                                                                                              |
| Transmittal Reject Code Summary               | Disbursements<br>LMTD               | APRC      | Reject code and description                                                                                                                                                          |
| Transmittal Status Summary                    | Disbursements<br>LMTD               | APSC      | Status identifier and description                                                                                                                                                    |
| Treasury Rate                                 | Accounting<br>LMTA                  | SMCY      | Calendar Year, Effective Date, End Date, Treasury Rate, Holding Cost (Year 2003 Effective Date=2003-01-01 and End Date=2003-06-30 for Treasury Rate .042500 and Holding Cost \$0.00) |
| Vendor Deactivation Reason                    | Global<br>LMTG                      | SMAW      | Deactivation Code, Description                                                                                                                                                       |
| Zip Code                                      | Case Management Geography<br>LMGT   | SMAM      | Zip Code, Plus Four, State                                                                                                                                                           |

*Task 2:  
Link Code  
Record*

Some codes, such as post codes, can be linked to other codes, like accounting event codes, within SAMS to limit their use. For example: selecting a post code from a Look-up table can automatically enter an associated accounting event in the same record.



## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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*Task 3:*  
*Activate Code* For some codes, the user can indicate in the code table when the code will be effective. Other codes are available (activated) as soon as they are entered in the code table.

*Task 4:*  
*Maintain Codes* Authorized personnel access the desired code table to:

- Add additional codes
- Modify the code description, activation dates, links, etc.
- Delete obsolete codes

*Task 5:*  
*Deactivate Code* By entering a deactivation or expiration date, the user can control the use of codes.

### **Note**

Because the instructions for maintaining the accuracy of the various codes in these tables are similar, this section presents a set of generic instructions that identify how to add new, update existing, and delete existing codes from these tables.

### **Code Maintenance Screens**

---

The main purpose of the code maintenance screens is to allow authorized personnel to create and maintain standardized codes to be used through-out SAMS. In addition, to creating the codes, the user can link specific codes to other codes and set timeframes within which the codes are valid.

#### *Data Screens*

While there are over 100 summary maintenance code tables in SAMS, the layout of the screens accessed are basically the same. This section provides an overview of the code table maintenance screen layout and illustrations of the:

Eviction Reason Code .....SMAO  
HUD Office Information.....GBEP  
HUD Sales Incentives .....SMSI

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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### *Code Maintenance Menu*

The code maintenance screens are accessed from submenus presented on the Main Table Maintenance (LMMT) menu, illustrated in Figure 2-28. To access the Code Table Maintenance (LMMT) screen either:

- Enter *X* in the selection field for the *Code Table Maintenance* option from the SAMS Data Entry (LMDE) Menu, described and illustrated under **Menu** in **Section 2.1 - Global Definitions Overview**, and press the <ENTER> key
- Enter *LMMT* in the Screen field using the expert mode and press the <F2> key

| S A M S                     |                                      | 01/21/04     |
|-----------------------------|--------------------------------------|--------------|
| SCREEN: <u>LMMT</u>         |                                      | 17:14:11 EST |
| MAIN TABLE MAINTENANCE MENU |                                      |              |
| TYPE (X) TO SELECT          | SCREEN TITLE                         |              |
| L _                         | ACCOUNTING TABLE MAINTENANCE         |              |
| L _                         | DISBURSEMENTS TABLE MAINTENANCE MENU |              |
| L _                         | CASE MANAGEMENT TABLE MAINTENANCE    |              |
| L _                         | SECURITY TABLE MAINTENANCE MENU      |              |
| L _                         | GLOBAL TABLE MAINTENANCE             |              |

PF 2=SWITCH 4=PREV MENU 5=MAIN MENU

**Figure 2-28 Main Table Maintenance Menu (LMMT)**

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

### Code Maintenance Submenus

The code table maintenance screens are divided into five (5) categories: Accounting, Disbursements, Case Management, Security, and Global. Each category has its own submenu. The Case Management submenu has six (6) additional submenus. The submenus presented in this section are:

|                                        |      |
|----------------------------------------|------|
| Accounting Table Maintenance .....     | LMTA |
| Disbursements Table Maintenance .....  | LMTD |
| Case Management Table Maintenance..... | LMTC |
| Property .....                         | LMPC |
| Appraisal .....                        | LMAT |
| Disposition & Sales.....               | LMDC |
| Tenant Management.....                 | LMTT |
| Disposition Monitoring .....           | LMDT |
| Geography .....                        | LMGT |
| Security Table Maintenance.....        | LMST |
| Global Table Maintenance .....         | LMTG |

### Accounting Table Maintenance (LMTA) Menu

To access the Accounting Table Maintenance (LMTA) menu, illustrated in Figure 2-34, either:

- Enter *X* in the selection field for the *Accounting Table Maintenance* option from the Main Table Maintenance Menu (LMMT), illustrated under **Code Maintenance Menu**, and press the <ENTER> key
- Enter *LMTA* in the Screen field using the expert mode and press the <F2> key

| SCREEN: <u>LMTA</u>                 |           | S A M S                        | 01/21/04     |
|-------------------------------------|-----------|--------------------------------|--------------|
| ACCOUNTING TABLE MAINTENANCE MENU   |           |                                | 18:13:13 EST |
| TYPE (X)                            | TO SELECT | SCREEN TITLE                   |              |
| Q _ S _                             |           | SMCM SECTION OF THE ACT        |              |
| Q _ S _                             |           | SMA8 FUND CODE                 |              |
| Q _ S _                             |           | SMEW HUD OFFICE FUND           |              |
| Q _ S _                             |           | SMA8 ACQUISITION TYPE          |              |
| Q _ S _                             |           | SMAA ACCOUNTING EVENT          |              |
| Q _ S _                             |           | SMBY POST CODE                 |              |
| Q _ S _                             |           | SMB1 POST CODE ACCTG EVENT     |              |
| Q _ S _                             |           | SMAO CHART OF ACCOUNTS         |              |
| Q _ S _                             |           | SMID ACCOUNT ID BY ACCTG EVENT |              |
| Q _ S _                             |           | SMIE ACCOUNT ID BY ACQ TYPE    |              |
| Q _ S _                             |           | SMF4 INTERFACE TYPE CODE       |              |
| Q _ S _                             |           | SMAK FINANCIAL INSTITUTION     |              |
| Q _ S _                             |           | SMLS ACCRUAL MAN TRANS TYPE    |              |
| Q _ S _                             |           | SMLT SUBLEDGER CODE            |              |
| Q _ S _                             |           | SMCY TREASURY RATE MAINTENANCE |              |
| Q _ S _                             |           | MCCD MISC CLAIMS STATUS CODE   |              |
| Q _ S _                             |           | MCRC MISC CLAIMS REASON CODE   |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |           |                                |              |

Figure 2-29 Accounting Table Maintenance Menu (LMTA)

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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### *Disbursements Table Maintenance (LMTD) Menu*

To access the Disbursements Table Maintenance (LMTD) menu, illustrated in Figure 2-30, either:

- Enter *X* in the selection field for the *Disbursements Table Maintenance* option from the Main Table Maintenance Menu (LMMT), illustrated under **Code Maintenance Menu**, and press the <ENTER> key
- Enter *LMTD* in the Screen field using the expert mode and press the <F2> key

|                                     |                                        |              |
|-------------------------------------|----------------------------------------|--------------|
| S A M S                             |                                        | 12/09/03     |
| SCREEN: LMTD__                      | DISBURSEMENTS TABLE MAINTENANCE MENU   | 15:55:34 EST |
| TYPE (X) TO SELECT                  | SCREEN TITLE                           |              |
| S _                                 | APSC TRANSMITTAL STATUS SUMMARY        |              |
| S _                                 | APRC TRANSMITTAL REJECT CODE SUMMARY   |              |
| S _                                 | TXTY TAX TYPE SUMMARY                  |              |
| S _                                 | PCCT CONTRACT COMPETITION TYPE SUMMARY |              |
| S _                                 | PCSC PROCUREMENT STATUS SUMMARY        |              |
| S _                                 | PCPT PROCUREMENT TYPE SUMMARY          |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |                                        |              |

Figure 2-30 Disbursements Table Maintenance Menu (LMTD)

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

### *Case Management Table Maintenance (LMTC) Menu*

To access the Case Management Table Maintenance (LMTC) menu, illustrated in Figure 2-31, either:

- Enter *X* in the selection field for the *Case Management Table Maintenance* option from the Main Table Maintenance Menu (LMMT), illustrated under **Code Maintenance Menu**, and press the <ENTER> key
- Enter *LMTC* in the Screen field using the expert mode and press the <F2> key

| S A M S                             |                                          | 12/09/03     |
|-------------------------------------|------------------------------------------|--------------|
| SCREEN: LMTC__                      |                                          | 15:55:04 EST |
| CASE MANAGEMENT TABLE MAINTENANCE   |                                          |              |
| TYPE (X) TO SELECT                  | SCREEN TITLE                             |              |
| L _                                 | PROPERTY DESCRIPTION CODE MAINTENANCE    |              |
| L _                                 | APPRAISAL CODE TABLE MAINTENANCE         |              |
| L _                                 | DISPOSITION AND SALES CODE MAINTENANCE   |              |
| L _                                 | TENANT MANAGEMENT CODE TABLE MAINTENANCE |              |
| L _                                 | DISPOSITION MONITORING TABLE MAINTENANCE |              |
| L _                                 | GEOGRAPHY TABLE MAINTENANCE              |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |                                          |              |

**Figure 2-31 Case Management Table Maintenance (LMTC) Menu**

From the Case Management Table Maintenance (LMTC) menu:

- Either enter *X* in the selection field next to the *Property Description Code Maintenance* option and press the <ENTER> key; or enter *LMPC* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.
- Either enter *X* in the selection field next to the *Appraisal Code Table Maintenance* option and press the <ENTER> key; or enter *LMAT* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.
- Either enter *X* in the selection field next to the *Disposition and Sales Code Maintenance* option and press the <ENTER> key; or enter *LMDT* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

### *Case Management Table Maintenance (LMTC) Menu* (continued)

- Either enter *X* in the selection field next to the *Tenant Management Code Table Maintenance* option and press the <ENTER> key; or enter *LMTT* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.
- Either enter *X* in the selection field next to the *Disposition Monitoring Table Maintenance* option and press the <ENTER> key; or enter *LMDT* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.
- Either enter *X* in the selection field next to the *Geography Table Maintenance* option and press the <ENTER> key; or enter *LMGT* in the Screen field using the expert mode and press the <F2> key to access one of the property code tables listed in Table 2-25.

### *Security Table Maintenance (LMST) Menu*

To access the Security Table Maintenance (LMTC) menu, illustrated in Figure 2-32, either:

- Enter *X* in the selection field for the *Security Table Maintenance* option from the Main Table Maintenance Menu (LMMT), illustrated under **Code Maintenance Menu**, and press the <ENTER> key
- Enter *LMST* in the Screen field using the expert mode and press the <F2> key

| S A M S                    |                                    | 01/21/04     |
|----------------------------|------------------------------------|--------------|
| SCREEN : LMST              |                                    | 18:42:06 EST |
| SECURITY TABLE MAINTENANCE |                                    |              |
| TYPE (X) TO SELECT         | SCREEN TITLE                       |              |
| Q _ S _                    | SMBG JOB FUNCTION                  |              |
| Q _ S _                    | SMAH AUTHORIZED EMPLOYEE           |              |
| Q _ S _                    | SMHO HOC AREA SECURITY MAINTENANCE |              |
| M _                        | SMFO FIELD OFC SECURITY MAINT      |              |

PF 2=SWITCH 4=PREV MENU 5=MAIN MENU

Figure 2-32 Security Table Maintenance (LMST) Menu

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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### *Global Table Maintenance (LMTG) Menu*

To access the Global Table Maintenance (LMTG) menu, illustrated in Figure 2-33, either:

- Enter *X* in the selection field for the *Global Table Maintenance* option from the Main Table Maintenance Menu (LMMT), illustrated under **Code Maintenance Menu**, and press the <ENTER> key
- Enter *LMTG* in the Screen field using the expert mode and press the <F2> key

|                                     |  |                                 |              |
|-------------------------------------|--|---------------------------------|--------------|
| SCREEN: <u>LMTG</u>                 |  | S A M S                         | 01/21/04     |
|                                     |  | GLOBAL TABLE MAINTENANCE        | 18:47:02 EST |
| TYPE (X) TO SELECT                  |  | SCREEN TITLE                    |              |
| Q _ S _                             |  | SMBC HUDOFC CASE PREFIX         |              |
| Q _ S _                             |  | SMBT MINORITY STATUS            |              |
| Q _ S _                             |  | SMCV TRADE CATEGORY             |              |
| Q _ S _                             |  | SMAW VENDOR DEACTIVATION REASON |              |
| Q _ S _                             |  | SMA7 FORM                       |              |
| Q _ S _                             |  | SMB2 HUD HOLIDAY                |              |
| PF 2=SWITCH 4=PREV MENU 5=MAIN MENU |  |                                 |              |

Figure 2-33 Global Table Maintenance (LMTG) Menu

### **Generic Code Table Maintenance Screen**

Data entry and maintenance for the Case Management, Accounting, and SAMS code tables is basically the same. General steps for adding, modifying, deleting, or linking code table records are presented here:

- Step 1:** Select the *Data Entry* option from the SAMS Main Menu (LMNM) screen, described and illustrated under **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS**.
- Step 2:** On the SAMS Data Entry (LMDE) screen, described and illustrated under **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS**, select the *Code Table Maintenance* option.
- Step 3:** Select the appropriate code table category (e.g., Accounting, Disbursements, Case Management, Security, Global) from the Main Table Maintenance Menu (LMMT) screen, illustrated under **Code Maintenance Menu**.
- Step 4:** Enter an *X* next to the in the selection field for the desired code table (e.g., Fund Code, Procurement Type, Tenant Management) and press the <F2> key..
- Step 5:** SAMS displays the selected code table.
- Step 6:** Add, modify, link, activate, or delete the desired information (as described in the Table 2-26 Generic Code Maintenance Procedure Table.

#### **Note**

Some code tables do not allow modification of an existing code, only its related descriptive data fields. Some code tables do not allow deletion of an existing code or its related descriptive data fields.



## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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*Procedure Table* Follow the general instructions on Table 2-26 Generic Code Maintenance Procedure Table to add, modify, activate, link, or delete a Case Management, Accounting, or SAMS global code.

### Note

Some code tables allow the user to insert a new code in the user-selected position in the table (Option 1 in the procedure table), while other tables only allow the code to be inserted at the end of the table (Option 2 in the procedure table).

**Table 2-26 Generic Code Maintenance Procedure Table**

| DATA FIELD                                                                                                                 | VALID ENTRIES | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Line Data<br><br>[One or more data fields located at the top of screen, by themselves (not in the body of the screen)] |               | <p>[<b>REQUIRED</b>] In the <i>query</i>, <i>summary</i>, or <i>modify</i> modes enter the key line data that uniquely identifies the code or its descriptive data that are to be modified</p> <p>In <i>summary</i> mode, there are two methods to add a new code:</p> <ul style="list-style-type: none"><li>• <b>Key Line Option 1:</b> Enter Key Line data that accesses the area where the new code will be inserted. For example, enter <b>CA</b> for Canceled to get ready to insert a new code <b>CC</b> representing Check Cleared.</li><li>• <b>Key Line Option 2:</b> Enter Key Line data that moves the cursor to the end of the table. For example, entering all <b>Zs</b> in the key line that requires an alphabetic entry selects the end of that table; or entering all <b>9s</b> in the key line that requires a numeric entry selects at the end of that table.</li></ul> |
| Press the <F2> key.                                                                                                        |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Result:</b> SAMS retrieves and displays the available values of the data fields identified here.                        |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Table 2-25 Code Table Maintenance Screens, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | VALID ENTRIES                                                                                            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 alphabetic character:<br><b>A</b> = Add<br><b>I</b> = Insert<br><b>M</b> = Modify<br><b>D</b> = Delete | <b>[REQUIRED]</b> In the <i>summary</i> mode. In the <u>Opt</u> field:<br><ul style="list-style-type: none"> <li>Enter an <b>A (add)</b> next to a blank line to add a code at the end of the table</li> <li>Enter an <b>I (insert)</b> to insert a code between the codes displayed</li> <li>Enter an <b>M (modify)</b> next to the row or line on the screen that identifies the data to be updated or changed on the code table screen and make the desired changes.</li> <li>Enter a <b>D (delete)</b> next to the row or line on the screen that identifies the information to be deleted.</li> </ul> |
| [Name of Code or descriptive Data Field to be added]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | XX characters                                                                                            | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the code or data field descriptor that is to be added to the code table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| [Name of Data Field Description]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | XX characters                                                                                            | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the description or definition of the element being added to the code table.<br><br>In the <i>modify</i> mode, make the desired changes to this field by typing over the text displayed, adding additional text, or deleting unwanted text.                                                                                                                                                                                                                                                                                                                 |
| <p><i>To commit the additions, modifications, or deletions on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li><i>Add another code</i></li> <li><i>Modify an existing code</i></li> <li><i>Delete a code record</i></li> <li><i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p> |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

### Eviction Reason Code (SMA0) Data Screen

#### Before You Begin

The Eviction Reason Code (SMA0) data screen, illustrated in Figure 2-34, allows authorized Headquarters Single Family Asset Management personnel to add or update the description associated with an eviction reason code. This screen illustrates the steps required to update a code or value table in SAMS.

Gather this information prior to using the Eviction Reason Code (SMA0) screen:

- Eviction reason code and description that is to be added or modified

|                                                                  |                        |                              |                |                             |  |
|------------------------------------------------------------------|------------------------|------------------------------|----------------|-----------------------------|--|
| S A M S                                                          |                        | SMA0 CHART OF ACCOUNTS QUERY |                | 07/12/02                    |  |
| SCREEN: QSMAO_                                                   |                        |                              |                | 08:17:48 EST                |  |
| NEXT CHART OF ACCOUNT ID: 12-1000-20                             |                        |                              |                |                             |  |
| SUB CHART<br>OF ACCT ID                                          | CONTROLLING<br>ACCT ID | DESCRIPTION                  | STATUS<br>FLAG | GL ACCT TYPE<br>DESCRIPTION |  |
| 10-1002-00                                                       | 10-1002-00             | CASH BAL SF PROPERTI         | A              | ASSET                       |  |
| 10-1002-10                                                       | 10-1002-00             | CASH BAL-SF PROP-COL         | A              | ASSET                       |  |
| 10-1002-20                                                       | 10-1002-00             | CASH BAL - SF PROPER         | A              | ASSET                       |  |
| 10-1009-00                                                       | 10-1009-00             | CASH BAL SF CLAIMS           | A              | ASSET                       |  |
| 10-1100-00                                                       | 10-1100-00             | UNAPPLIED CASH               | A              | ASSET                       |  |
| 10-1200-00                                                       | 10-1200-00             | CASH HELD OUTSIDE DE         | A              | ASSET                       |  |
| 10-1202-00                                                       | 10-1202-00             | UNCONFIRMED CASH             | A              | ASSET                       |  |
| 10-1202-10                                                       | 10-1202-00             | UNCONF CASH-COL              | A              | ASSET                       |  |
| 10-1202-20                                                       | 10-1202-00             | UNCONF CASH-DISB             | A              | ASSET                       |  |
| 10-1303-00                                                       | 10-1303-00             | CASH HELD BY CONTRAC         | A              | ASSET                       |  |
| 10-1304-00                                                       | 10-1304-00             | CASH HELD BY CONTRAC         | A              | ASSET                       |  |
| 12-1000-00                                                       | 12-1000-00             | A/R DOD HOME ASST PR         | A              | ASSET                       |  |
| 12-1000-10                                                       | 12-1000-00             | A/R DOD HOME ASST ES         | A              | ASSET                       |  |
| PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.              |                        |                              |                |                             |  |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |                        |                              |                |                             |  |

#### Data Screen Options

On the Eviction Reason Maintenance screen:

- To **locate (query)** existing eviction reason codes, enter *QSMAO* in the Screen field and press the <F2> key.
- To **add** or **modify** an eviction reason code, enter *SSMA0* in the Screen field and press the <F2> key.

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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*Procedure Table* Follow the instruction on Table 2-27 Eviction Reason Maintenance (SMA0)  
Procedure Table to **add** or **modify** an Eviction Reason Code:

**Table 2-27 Eviction Reason Maintenance (SMA0) Procedure Table**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                  | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Eviction Reason Code                                                                                                                                                                                                                                                                                                                                                   | 2 alphabetic characters    | <b>[REQUIRED]</b> Enter the eviction reason code or, if the desired code is unknown, enter <i>AA</i> to list all codes or <i>ZZ</i> to display the last code in the table in order to add a new code.   |
| <i>Press the &lt;F2&gt; key</i>                                                                                                                                                                                                                                                                                                                                             |                            |                                                                                                                                                                                                         |
| <b>Result:</b> <i>SAMS retrieves and displays the available values of the fields shown here.</i>                                                                                                                                                                                                                                                                            |                            |                                                                                                                                                                                                         |
| Opt                                                                                                                                                                                                                                                                                                                                                                         | 1 alphabetic character     | <b>[REQUIRED]</b> In <i>summary</i> mode, enter: <ul style="list-style-type: none"><li>• <i>A</i> to <b>add</b> a new code record</li><li>• <i>M</i> to <b>modify</b> an existing code record</li></ul> |
| Eviction Reason Code                                                                                                                                                                                                                                                                                                                                                        | 2 alphabetic characters    | <b>[REQUIRED]</b> In the <i>summary add</i> mode, enter the new Eviction Reason Code.                                                                                                                   |
| Description                                                                                                                                                                                                                                                                                                                                                                 | 20 alphanumeric characters | <b>[REQUIRED]</b> In the <i>summary add</i> mode enter a description of the new Eviction Reason Code.<br><br>Enter the desired modifications in the <i>summary modify</i> mode                          |
| <i>To commit the <b>addition</b> or <b>modification</b> of data on this screen, press the &lt;ENTER&gt; key.</i>                                                                                                                                                                                                                                                            |                            |                                                                                                                                                                                                         |
| <b>Result:</b> <i>The system displays the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i> <ul style="list-style-type: none"><li>• <i>Add another Eviction Reason Code</i></li><li>• <i>Update or modify an existing Eviction Reason Code description</i></li><li>• <i>Exit this screen</i></li></ul> |                            |                                                                                                                                                                                                         |
| <b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>                                                                                                                                                                                                                          |                            |                                                                                                                                                                                                         |

### HUD Office Information (GBEP) Data Screen

#### *Before You Begin*

The HUD Office Information (GBEP) data screen, illustrated in Figure 2-35, allows authorized Headquarters case management personnel to add or update pertinent information about a HUD office. Authorized HOC Area staff in each HUD office can modify this data only if it pertains to their office (e.g., telephone numbers, office addresses).

Gather this information prior to using the HUD Office Information (GBEP) screen:

- HUD office code to which information will be added or modified.

|                                                    |                                   |                      |
|----------------------------------------------------|-----------------------------------|----------------------|
| S A M S                                            |                                   | 01/22/04             |
| SCREEN: QGBEP_                                     | GBEP HUD OFFICE INFORMATION QUERY | 11:25:01 EST         |
| NEXT HUD OFFICE: P3                                |                                   |                      |
| HUD OFFICE: P3                                     | HOC ID: HP                        |                      |
| NAME: PHILADELPHIA HOC AREA THREE                  |                                   |                      |
| ATTN:                                              |                                   |                      |
| STREET ADDRESS:                                    |                                   |                      |
| CITY: NY-NJ-VA-DC                                  | *STATE:                           | ZIP CODE: 00000 0000 |
| OFFICE PHONE NUMBER:                               |                                   |                      |
| FAX NUMBER:                                        |                                   |                      |
| *CLOSING AGENT NAID:                               | *LESSEE NAID:                     |                      |
| *PROP MGR NAID:                                    | *SELLING BROKER NAID:             |                      |
| *APPRAISER NAID:                                   | DAYS TO CLOSE:                    | 60                   |
| COMMENTS:                                          |                                   |                      |
| OTHER REPAIR PRG ALERT:                            |                                   |                      |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR |                                   |                      |

Figure 2-35 HUD Office Information (GBEP) Screen

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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### Data Screen Options

On the HUD Office Information (GBEP) screen:

- To **locate (query)** HUD office information, enter *QGBEP* in the Screen field and press the <F2> key.
- To **add** HUD office information, authorized HUD Headquarters case management personnel enter *AGBEP* in the Screen field and press the <F2> key.
- To **update** or **modify** HUD office information, enter *MGBEP* in the Screen field and press the <F2> key.

#### Note

For HOC Area staff, the information displayed or available for modification on this screen is limited to the records associated with the case management area(s) indicated at system login.

*Procedure Table* Follow the instructions on Table 2-28 HUD Office Information (GBEP) Procedure Table to add or modify information about a HUD office:

**Table 2-28 HUD Office Information (GBEP) Procedure Table**

| DATA FIELD                                                                                       | VALID ENTRIES             | DESCRIPTION                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next HUD Office                                                                                  | 2 alphanumeric characters | <b>[REQUIRED]</b> In the <i>query</i> and <i>modify</i> modes; enter the desired HUD office code.<br><br><b>Note:</b> This field is not used in the <b>add</b> mode. System-generated; based on the Logon ID.         |
| In the <i>query</i> or <i>modify</i> modes, press the <F2> key.                                  |                           |                                                                                                                                                                                                                       |
| <b>Result:</b> <i>SAMS retrieves and displays the available values of the fields shown here.</i> |                           |                                                                                                                                                                                                                       |
| HUD Office                                                                                       | 2 alphanumeric characters | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the two-digit HUD office code.<br>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.     |
| HOC ID                                                                                           | 2 alphanumeric characters | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the unique identifier for the HOC.<br>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field. |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

**Table 2-28 HUD Office Information (GBEP) Procedure Table, continued**

| DATA FIELD     | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name           | 40 alphanumeric characters | <p><b>[REQUIRED]</b> In the <i>add</i> mode, enter the name of the HUD office.</p> <p>In the <i>modify</i> mode, enter the desired changes to the HUD Office name.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes displays the name for the HUD office identified in the <u>HUD Office</u>.</p>                                                                                                            |
| Attn           | 30 alphanumeric characters | <p>In the <i>add</i> and <i>modify</i> modes, enter the text to appear on the Attention line for correspondence, if applicable.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.</p>                                                                                                                                                       |
| Street Address | 30 alphanumeric characters | <p><b>[REQUIRED]</b> In the <i>add</i> mode, enter the street address of the HUD office.</p> <p>In the <i>modify</i> mode, enter the desired changes to the street address.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.</p>                                                                                                           |
| City           | 18 alphanumeric characters | <p><b>[REQUIRED]</b> In the <i>add</i> mode, enter the city of the HUD office.</p> <p>In the <i>modify</i> mode, enter the desired changes to the city portion of the HUD office address.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.</p>                                                                                             |
| *State         | 2 alphabetic characters    | <p><b>[REQUIRED]</b> In the <i>add</i> mode, enter the state of the HUD office, or enter ? and press the &lt;ENTER&gt; key for the Look-up screen to select a state code.</p> <p>In the <i>modify</i> mode, enter the desired changes to the state portion of the HUD office address.</p> <p>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.</p> |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

**Table 2-28 HUD Office Information (GBEP) Procedure Table, continued**

| DATA FIELD          | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip Code            | 9 numeric characters       | In the <i>add</i> and <i>modify</i> modes, enter the ZIP code of the HUD office.<br>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                                                                            |
| Office Phone Number | 10 numeric characters      | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the main office telephone number for HUD Offices. No dashes are required in the telephone number.<br><br>In the <i>modify</i> mode, enter the desired changes. System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.                                 |
| Fax Number          | 10 numeric characters      | <b>[REQUIRED]</b> In the <i>add</i> mode, enter the fax number for the HUD office.<br><br>In the <i>modify</i> mode, enter the desired changes. System-generated in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                 |
| *Closing Agent NAID | 10 alphanumeric characters | In the <i>add</i> and <i>modify</i> modes, enter the generic Closing Agent NAID used by HUD Headquarters (HQ) for the designated HUD office or enter ? and press the <ENTER> key for the Look-up screen. System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.                                       |
| *Lessee NAID        | 10 alphanumeric characters | In the <i>add</i> and <i>modify</i> modes, enter the generic Lessee NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Look-up screen to select an agent from the list displayed.<br>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field.               |
| *Prop Mgr NAID      | 10 alphanumeric characters | In the <i>add</i> and <i>modify</i> modes, enter the generic property manager (M&M) NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Look-up screen to select a NAID from the list displayed.<br>System-generated; in the <i>query</i> and <i>modify</i> modes based on the record selected in the <u>Next HUD Office</u> field. |



## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

**Table 2-28 HUD Office Information (GBEP) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | VALID ENTRIES              | DESCRIPTION                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Selling Broker NAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10 alphanumeric characters | In the <b>add</b> and <b>modify</b> modes, enter the generic Selling Broker NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Look-up screen to select a NAID from the list displayed. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | System-generated in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                      |
| *Appraiser NAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10 alphanumeric characters | In the <b>add</b> and <b>modify</b> modes, enter the generic Appraiser NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Look-up screen to select a NAID from the list displayed.      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | System-generated in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                      |
| Days to Close                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2 numeric characters       | In the <b>add</b> and <b>modify</b> modes, enter the number of days the HUD office requires for closing..                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                     |
| Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 70 alphanumeric characters | In the <b>add</b> and <b>modify</b> modes , use this free-form text line to add notes regarding the HUD Office.                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                     |
| Other Repair Prg Alert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 11 numeric characters      | In the <b>add</b> and <b>modify</b> modes , enter the dollar amount that represents the maximum amount the HUD office is allocated per property for repairs.                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | System-generated; in the <b>query</b> and <b>modify</b> modes based on the record selected in the <u>Next HUD Office</u> field.                                                                                                     |
| <p><i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another HUD office</i></li> <li>• <i>Update or modify existing information about a HUD office</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p> |                            |                                                                                                                                                                                                                                     |

### HUD Sales Incentives (SMSI) Screen

The HUD Sales Incentives (SMSI) screen, illustrated in Figure 2-36, allows authorized Headquarters personnel to view or maintain (add, modify, delete) sales incentives information by contract area for specific time periods. On this screen the user:

- Defines the Sales Incentive code
- Associates the code with a specific sales incentive amount by contract area
- Establishes the timeframe (effective date through expiration date) for the code
- Sets the maximum incentive amount allowed
- Indicates if the code applies to all cases within a HUD Office area

### Before You Begin

Gather this information prior to using the HUD Sales Incentives (SMSI) screen:

- HUD Office Code
- Sales Incentive Code (to be established or modified)

|                                                                  |          |                                       |       |            |           |              |       |
|------------------------------------------------------------------|----------|---------------------------------------|-------|------------|-----------|--------------|-------|
| S A M S                                                          |          |                                       |       |            |           | 03/09/04     |       |
| SCREEN: SSMSI_                                                   |          | SMSI HUD SALES INCENTIVES MAINTENANCE |       |            |           | 11:37:42 EST |       |
| NEXT HUD OFFICE: P4                                              |          |                                       |       |            |           |              |       |
| OPT                                                              | CONTRACT | *SALES                                |       | MAX        |           |              |       |
|                                                                  | AREA     | INCENTIVE                             |       | INC        | EFFECTIVE | EXPIRATION   | ALL   |
|                                                                  | HUD OFF  | CODE                                  | CLASS | AMOUNT     | DATE      | DATE         | CASES |
| -                                                                | P4       | HS                                    | PU    | \$1,500.00 | 11/15/02  | 01/31/03     | Y     |
| -                                                                | P4       | SM                                    | PU    | \$1,000.00 | 07/15/02  | 09/30/02     | Y     |
| -                                                                | P5       | CP                                    | PU    | \$500.00   | 04/25/03  | 02/29/04     | Y     |
| -                                                                | P5       | HC                                    | PU    | \$1,000.00 | 04/25/03  | 02/29/04     | Y     |
| -                                                                | P5       | HS                                    | PU    | \$1,500.00 | 11/15/02  | 01/31/03     | Y     |
| -                                                                | P5       | OO                                    | BR    | \$500.00   | 07/15/02  |              | Y     |
| -                                                                | P5       | SM                                    | PU    | \$1,000.00 | 07/15/02  | 09/30/02     | Y     |
| -                                                                | -        | -                                     | -     | -          | -         | -            | -     |
| -                                                                | -        | -                                     | -     | -          | -         | -            | -     |
| -                                                                | -        | -                                     | -     | -          | -         | -            | -     |
| -                                                                | -        | -                                     | -     | -          | -         | -            | -     |
| NO MORE HUD SALES INCENTIVE CODE TO DISPLAY                      |          |                                       |       |            |           |              |       |
| PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR |          |                                       |       |            |           |              |       |

Figure 2-36 HUD Sales Incentives (SSMSI) Maintenance Screen

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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*Data Screen Options*      On the HUD Sales Incentives (SMSI) screen:

- To **locate** (*query*) sales incentive information, enter *QSMSI* in the Screen field and press the <F2> key.
- To **maintain** (*summary*) sales incentive information, enter *SSMSI* in the Screen field and press the <F2> key.

*Procedure Table*      Follow the instructions on Table 2-29 HUD Sales Incentives (SMSI) Procedure Table to add or modify information about a HUD office:

**Table 2-29 HUD Sales Incentives (SMSI) Procedure Table**

| DATA FIELD                                                                                               | VALID ENTRIES                                                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next HUD Office                                                                                          |                                                                                 | Enter the HUD Office code in this field to limit the display of sales incentive codes to the HUD Office indicated.                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                          |                                                                                 | System-generated; based on the HUD Office associated with the User ID provided at system log in.                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Press the &lt;F2&gt; key.</i>                                                                         |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Result:</b> <i>The system retrieves and displays the available values for the fields listed here.</i> |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Opt                                                                                                      | 1 alphabetic character<br><b>A</b> =Add<br><b>M</b> =Modify<br><b>D</b> =Delete | <b>[REQUIRED]</b> In the <b>summary (maintenance)</b> mode, enter: <ul style="list-style-type: none"><li>• <i>An A (Add) in this field beside a blank record to add a new Sales Incentive Code record</i></li><li>• <i>An M (Modify) in this field beside the record to be modified</i></li><li>• <i>A D (Delete) in this field beside the record to be deleted.</i></li></ul> <b>Note:</b> <i>The Sales Incentive must have been expired for 180 days in order to delete the record.</i> |
| Contract Area HUD Office                                                                                 |                                                                                 | In the <b>summary add</b> mode, enter the HUD Office code for the contract area to be associated with the sales incentive code.                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                          |                                                                                 | System-generated; list in ascending order of established HUD Office areas with associated Sales Incentive codes. This field is protected in the <b>query</b> and <b>summary modify</b> modes.                                                                                                                                                                                                                                                                                             |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

**Table 2-29 HUD Sales Incentives (SMSI) Procedure Table, continued**

| DATA FIELD            | VALID ENTRIES                                           | DESCRIPTION                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Sales Incentive Code | 2 alphanumeric characters                               | In the <b>summary add</b> mode, enter the sales incentive code (i.e., HS=Holiday Sale, SM=Summer Move-in) or enter a ? and press the <ENTER> key to select a code from the Look-up screen.                                                                                                                                                    |
|                       |                                                         | System-generated; sales incentive code associated with the entries in the <u>Contract Area HUD Office</u> and <u>Effective Date</u> fields. This field is protected in the <b>query</b> and <b>summary modify</b> modes.                                                                                                                      |
| Class                 |                                                         | System-generated; sales incentive class (i.e., PU=Purchaser Bonus, BR=Broker Bonus) associated with the entry in the <u>Sales Incentive Code</u> field. This field is protected in the <b>query</b> and <b>summary modify</b> modes.                                                                                                          |
| Max Inc Amount        |                                                         | [REQUIRED] In the <b>summary add</b> mode, enter the maximum incentive amount that can be applied for the sales incentive code. This entry can be changed in the <b>summary modify</b> mode.                                                                                                                                                  |
|                       |                                                         | System-generated; maximum incentive amount, if applicable, associated with the selected record.                                                                                                                                                                                                                                               |
| Effective Date        | 10 alphanumeric characters<br>Format: <b>mm/dd/yyyy</b> | [REQUIRED] In the <b>summary add</b> and <b>modify</b> modes enter the date the sales incentive becomes effective.<br><i>Note: The date entered cannot be greater than 10 calendar days in the future (e.g., not more than 10 days after the current system date) or 60 days in the past.</i>                                                 |
|                       |                                                         | System-generated; date that the indicated sales incentive becomes effective.                                                                                                                                                                                                                                                                  |
| Expiration Date       |                                                         | In the <b>summary add</b> and <b>modify</b> modes enter the date the sales incentive code will expire (no longer be valid).<br><i>Note: This field can be left blank to indicate that the code is valid indefinitely. However, if an Expiration Date is enter, it must be greater than or equal to the entry in the Effective Date field.</i> |
|                       |                                                         | System-generated; date that the indicated sales incentive expires.                                                                                                                                                                                                                                                                            |

## 2.4 - Case Management, Accounting, and SAMS Codes (continued)

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**Table 2-29 HUD Sales Incentives (SMSI) Procedure Table, continued**

| DATA FIELD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | VALID ENTRIES | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               | <p><b>[REQUIRED]</b> In the <i>summary (add)</i> mode, enter a <i>Y</i> (Yes) or <i>N</i> (No) in this field to indicate whether or not the sales incentive code is valid for all cases in the HUD Office area. This field can be changed in the <i>summary (modify)</i> mode.</p> <p><b>Note:</b> <i>Either a Y (Yes) or an N (No) must be entered in this field.</i></p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | System-generated; flag that indicates whether or not the selected sales incentive code is valid for all cases in the HUD Office area.                                                                                                                                                                                                                                      |
| <p>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> <i>The system displays the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to:</i></p> <ul style="list-style-type: none"><li>• <i>add more sales incentive code records</i></li><li>• <i>modify existing sales incentive code records</i></li><li>• <i>deleting existing sales incentive code records</i></li><li>• <i>Exiting this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p> |               |                                                                                                                                                                                                                                                                                                                                                                            |